

MONTANA

IRP

INSTRUCTION

MANUAL

REVISED April 25, 2005

*******ATTENTION*****
MOTOR CARRIER SERVICES
*****CUSTOMERS*******

**BEGINNING IN FEBRUARY 2002, THE MCS
HELENA HEADQUARTERS OFFICE WILL BE
CLOSED ON THE SECOND WEDNESDAY OF
EACH MONTH FROM 9:30 AM TO 11:30 AM
TO PROVIDE MCS LICENSING AND
PERMITTING STAFF WITH SYSTEM AND
PROCEDURAL TRAINING**

*******During This Period of Training*******

**For questions concerning IRP and IFTA credentials, you may leave a
voice mail message with your Licensing Technician at (406)444-2998.
Your call will be returned after 11:30.**

**Please plan ahead when ordering permits. If you have questions
pertaining to size and weight please call (406)444-7262.**

THANK YOU IN ADVANCE FOR YOUR COOPERATION

THIS MANUAL HAS BEEN PREPARED TO GUIDE YOU IN REGISTERING WITH: INTERNATIONAL REGISTRATION PLAN (IRP)

Read your manual carefully. The necessary information, instructions and forms have been included for your convenience in completing the applications or renewals for registration.

Once you have reviewed all the materials included in the registration packet, if you have questions pertaining to any of the forms or the completion process, you may contact the Motor Carrier Services Division at (406)444-2998, between the hours of 8:00 am and 5:00 pm Mountain time, Monday through Friday.

Please plan to schedule an appointment if you wish to visit the MCS Helena Office on business. Phone (406)444-2998 to make an appointment. A scheduled appointment will assure the availability of a knowledgeable staff person to help you with your application. Scheduling an appointment will also guarantee that your work will be completed by the time the Helena Office closes at 5:00 pm. Plan to allow 1½-2 hours for new applications, and somewhat less for renewals and other activity types. MCS would greatly appreciate a cancellation phone call if your plans change and you are unable to keep your scheduled appointment. As a customer courtesy, your appointment will always be kept open for 15 minutes after the scheduled time. Faxed copies of new accounts and renewals will not be allowed. The original paperwork must be in the office for processing.

Should you choose not to schedule an appointment, MCS cannot guarantee that it will be possible to complete your business by the end of the working day. Customers who have scheduled appointments or who arrive before 3:00 pm will be given priority over customers who do not have appointments or who arrive late in the day. The MCS Helena Office is particularly busy near the end of each quarterly renewal period. Please take this into consideration when you are planning your renewal strategy, or if you are doing business as a commercial carrier in Montana for the first time.

**Montana Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena MT 59604-4639**

Telephone: (406) 444-2998

FAX: (406) 444-0800 OR (406) 444-7670

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INTRODUCTION TO THE IRP

What is the IRP, and why register under the agreement?

In 1976, Montana joined the International Registration Plan (IRP). The purpose of this agreement is to simplify the vehicle registration process necessary for travel in multiple jurisdictions.

Under the Plan, a carrier registers vehicles with its base jurisdiction for each IRP jurisdiction in which they wish to travel. The carrier submits only one application to the base jurisdiction, pays one registration billing and receives one plate and cab card. The cab card lists the jurisdictions for which the carrier has paid registration fees. Each jurisdiction listed on the cab card will honor the Montana registration. The carrier is allowed intra-jurisdiction and inter-jurisdiction travel in all jurisdictions listed on the cab card issued by the base jurisdiction.

Once you have registered under the IRP, you will be assigned an account number.

When submitting payments, paperwork, proof of payment of highway use tax, or other correspondence, please include your account number to identify which account and vehicle it applies to.

QUALIFYING FOR REGISTRATION UNDER THE IRP

An apportionable vehicle means any vehicle except a recreational vehicle, vehicles displaying restricted plates, city delivery vehicles, chartered vehicles and government owned vehicles, that:

- 1) Is a power unit having two axles and a gross vehicle weight, or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
- 2) Is a power unit having three or more axles, regardless of the weight; or
- 3) Is used in a combination, where the gross vehicle weight of the combination exceeds 26,000 pounds or 11,793.401 kilograms.
- 4) Is used for transporting persons for hire or property.
- 5) Is used or intended for use in two or more IRP jurisdictions.

WHAT THE APPORTIONED REGISTRATION WILL *NOT* DO

- 1) Exempt the carrier from payment of motor fuel taxes.
- 2) Allow the carrier to exceed legal size and weight limits without first obtaining the necessary permit.

IRP JURISDICTIONS

Below is the listing of the states and provinces that are currently members of the IRP, and their proper abbreviations:

<u>Alabama</u>	<u>AL</u>	<u>Manitoba</u>	<u>MB</u>	<u>Oklahoma</u>	<u>OK</u>
<u>Alberta</u>	<u>AB</u>	<u>Maryland</u>	<u>MD</u>	<u>Ontario</u>	<u>ON</u>
<u>Arizona</u>	<u>AZ</u>	<u>Massachusetts</u>	<u>MA</u>	<u>Oregon</u>	<u>OR</u>
<u>Arkansas</u>	<u>AR</u>	<u>Michigan</u>	<u>MI</u>	<u>Pennsylvania</u>	<u>PA</u>
<u>British Columbia</u>	<u>BC</u>	<u>Minnesota</u>	<u>MN</u>	<u>Prince Edward Island</u>	<u>PE</u>
<u>California</u>	<u>CA</u>	<u>Mississippi</u>	<u>MS</u>	<u>Quebec</u>	<u>QC</u>
<u>Colorado</u>	<u>CO</u>	<u>Missouri</u>	<u>MO</u>	<u>Rhode Island</u>	<u>RI</u>
<u>Connecticut</u>	<u>CT</u>	<u>Montana</u>	<u>MT</u>	<u>Saskatchewan</u>	<u>SK</u>
<u>Delaware</u>	<u>DE</u>	<u>Nebraska</u>	<u>NE</u>	<u>South Carolina</u>	<u>SC</u>
<u>Dist. of Columbia</u>	<u>DC</u>	<u>Nevada</u>	<u>NV</u>	<u>South Dakota</u>	<u>SD</u>
<u>Florida</u>	<u>FL</u>	<u>New Brunswick</u>	<u>NB</u>	<u>Tennessee</u>	<u>TN</u>
<u>Georgia</u>	<u>GA</u>	<u>Newfoundland/Labrador</u>	<u>NL</u>	<u>Texas</u>	<u>TX</u>
<u>Idaho</u>	<u>ID</u>	<u>New Hampshire</u>	<u>NH</u>	<u>Utah</u>	<u>UT</u>
<u>Illinois</u>	<u>IL</u>	<u>New Jersey</u>	<u>NJ</u>	<u>Vermont</u>	<u>VT</u>
<u>Indiana</u>	<u>IN</u>	<u>New Mexico</u>	<u>NM</u>	<u>Virginia</u>	<u>VA</u>
<u>Iowa</u>	<u>IA</u>	<u>New York</u>	<u>NY</u>	<u>Washington</u>	<u>WA</u>
<u>Kansas</u>	<u>KS</u>	<u>North Carolina</u>	<u>NC</u>	<u>West Virginia</u>	<u>WV</u>
<u>Kentucky</u>	<u>KY</u>	<u>North Dakota</u>	<u>ND</u>	<u>Wisconsin</u>	<u>WI</u>
<u>Louisiana</u>	<u>LA</u>	<u>Nova Scotia</u>	<u>NS</u>	<u>Wyoming</u>	<u>WY</u>
<u>Maine</u>	<u>ME</u>	<u>Ohio</u>	<u>OH</u>		

UNIFORM VEHICLE REGISTRATION PRORATION AND RECIPROCITY AGREEMENT

The jurisdiction of Alaska is not a member of IRP or other reciprocal agreement.

Alaska provides for the movement of commercial traffic from other jurisdictions within its borders through the sale of 30-day trip permits or full registration.

Trip permits may be purchased at Alaska Ports of Entry through the presentation of the current registration and payment of proper fees.

Trip permits or full registration can be purchased at Division of Motor Vehicle offices by presenting the current registration and payment of proper fees.

30-day permit fees are \$350.00.

Full Registration Fees are based on the manufacturer's unladen weight as follows:

<u>Actual Weight Unladen</u>	<u>Annual</u>	<u>Biennial</u>
5,000 pounds or less	\$ 80.00	\$158.00
5,001 through 12,000 pounds	\$124.00	\$246.00
12,001 through 18,000 pounds	\$248.00	\$494.00
18,001 and over	\$321.00	\$640.00

Inquiries can be made by contacting the Division of Motor Vehicles, 3300 B Fairbanks Street, Anchorage, Alaska, 99503, or by telephone (907) 269-5559. **NOTE: The MCS Division does not guarantee that the Alaska information is current. Please check with the Division of Motor Vehicles to verify all registration requirements and fees.**

EXEMPTIONS UNDER THE IRP

The following are examples of vehicles exempt from registering under the IRP, and are typically licensed through a Local County Treasurer's office:

- 1) Vehicles displaying restricted plates, such as:
 - Government vehicles
 - Special mobile vehicles
 - Dealer-plated vehicles
- 2) Vehicles affected under separate reciprocal agreements that are not superseded by the IRP.

APPORTIONABLE VEHICLES

An apportionable vehicle is any vehicle used or intended for use in two or more IRP member jurisdictions and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property, **and**:

- 1) Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
- 2) Is a power unit having three or more axles, regardless of weight; or
- 3) Is used in combination, when the weight of the combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

Trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in the transportation of chartered parties may be proportionally registered at the option of the registrant.

NON- APPORTIONABLE VEHICLES

A vehicle or combination of vehicles that does not meet the requirements of an apportionable vehicle may be apportioned at the option of the registrant provided the registrant has at least one apportionable vehicle or vehicle combination and the registrant's scope of operation qualifies them to operate under the International Registration Plan.

A carrier who operates only intra-state (does not travel in any other jurisdiction) is not eligible to license under IRP regardless of the scope of operation.

BASE JURISDICTION

Base jurisdiction, for the purpose of registration, means the jurisdiction where the registrant:

- 1) Has an established place of business,
- 2) Where fleet mileage is accrued, and
- 3) Maintains operational records, or where the records can be made available.

ESTABLISHED PLACE OF BUSINESS

An established place of business means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. (A post office box does not meet this definition.)

The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:

- 1) A telephone or telephones publicly listed in the name of the fleet registrant.
- 2) A person or persons in the permanent employment of the registrant conducting the fleet registrant's trucking-related business.
- 3) The operational records of the fleet and maintenance of such records.

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing the trucking-related duties. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

BASE JURISDICTION FLEET MILEAGE

Montana-based carriers must accrue mileage within Montana.

OPERATIONAL RECORDS

Operational records are source documents that are suitable for verification of fleet mileage known as Individual Vehicle Distance Records (IVDR's).

Operational records must be kept for all miles accrued by each vehicle within a fleet. Records **MUST** be available for audit at the carrier's Montana location. Records **MUST** be retained for a period of three years from the close of the registration year.

PLEASE NOTE: It is very important to maintain complete and accurate records.

RECORD KEEPING

Any registrant, whose application for apportioned registration has been accepted, shall preserve the mileage records on which the application is based for a period of **three years after the close of the registration year (four years of records total must be kept)**.

If any registrant fails to make records available upon request, or fails to maintain true and accurate records, the Commissioner may, after thirty days, impose an assessment of liability, based on the estimate of the registrant's records, or information gathered by the Commissioner. Such records shall be made available for an audit during normal business hours. Upon the decision to audit, the Compliance Review Section will notify the carrier by letter, of an "Intent to Audit". The carrier will then be given adequate time to compile its operational records.

THE IRP REQUIRES ALL REGISTRANTS TO MAINTAIN RECORDS TO SUPPORT REPORTED MILEAGE ACCRUED IN ALL OF THE JURISDICTIONS IN WHICH THE REGISTRANT HAS LICENSED. THE FOLLOWING PARAGRAPHS DESCRIBE THE DOCUMENTS WHICH MUST BE KEPT AND SUGGESTED RECORD KEEPING PROCEDURES.

INDIVIDUAL VEHICLE DISTANCE RECORDS (IVDR)

The source document, known as the IVDR (Individual Vehicle Distance Record), is the supporting evidence of each trip made by an apportioned vehicle. All miles generated by the apportioned vehicles must be supported by IVDR's or other acceptable documentation for both Intrastate and Interstate travel. IVDR's shall contain the following information:

1. Date of trip (starting and ending);
2. Trip origin and destination;
3. Route of travel (may be waived by the base jurisdiction);
4. Beginning and ending odometer or hubodometer reading of the trip (may be waived by the base jurisdiction);
5. Total trip distance traveled;
6. Distance traveled by jurisdiction;
7. Unit number or vehicle identification number.

The base jurisdiction may waive either item 3 or 4 above, but may not waive both items 3 and 4. Also, a base jurisdiction may, in its discretion, require an IVDR to include additional information as follows:

1. Vehicle fleet number;
2. Registrant's name;
3. Trailer number;
4. Drivers signature and/or name.

SUPPORTING INFORMATION FOR IVDR'S

The mileage figures to be entered on the IVDR can be obtained from various sources such as odometer and/or hubometer readings, state maps or a household goods mileage guide, as long as the method used is accurate and consistent.

When recording the actual mileage of a vehicle the carrier must report all movement (interstate and intrastate) including loaded, empty, deadhead, trip permitted and/or bobtail miles. IVDR's should be accumulated and a monthly recap prepared. These monthly recaps **must** be supported by a source document such as an IVDR. From the monthly recap the yearly recap can be prepared.

The reporting period for miles to be included in the IRP registration application shall cover the period July 1 through June 30 of the year immediately preceding the new registration year. For the 2002-year renewal, your mileage recap used would be July 1, 2000 through June 30, 2001 (or ANY PORTION of time in this period). Carriers must prepare and maintain separate monthly summaries and yearly recaps for each fleet registered through the IRP. The mileage figures supported by an IVDR may be used in numerous areas where a carrier is required to file a mileage report, such as IFTA or third structure taxes.

Owner-Operators may have their own registration, however, the proper mileage records are then the responsibility of the owner-operator, not the Lessee Company. (An example of an IVDR for IRP is located on page 46).

ON-BOARD RECORDING DEVICES

On-board recording devices may be used in lieu of, or in addition to, handwritten trip reports. On-board recording devices may be used in conjunction with an electronic computer system or in conjunction with manual systems. All recording devices used to generate trip reports must meet the following requirements.

- 1) When the device is to be used alone, printed reports must be produced which replace handwritten reports. The printed trip reports must be retained for audit.
- 2) When the device is to be used in conjunction with a computer system, printed trip reports, vehicle and fleet summaries, which show miles by jurisdiction, must also be prepared. When the printed trip reports will not be retained for audit, the system must have the capability of producing, upon request, the IVDR's.

MINIMUM DEVICE REQUIREMENTS

- 1) The carrier must obtain a certificate from the manufacturer certifying that the design of the On-board recording device meets the requirements of IRP reporting.
- 2) The On-board recording device and associated support systems must be, to the maximum extent practicable, tamperproof and must not permit altering of the information collected. Editing of copies of the original information collected will be allowed, but all editing must be identified and both the edited and original data must be recorded and retained.

- 3) The On-Board recording device shall warn the driver visually and/or audibly that the device has ceased to function.
- 4) The device must time and date stamp all data recorded.
- 5) The device must not allow data to be overwritten before the data has been extracted. The device shall warn the driver that the device's memory is full and can no longer record data.
- 6) The device must automatically update a life-to-date odometer when the vehicle is placed in motion or the operator must enter the current vehicle odometer reading when the on-board recording device is connected to the vehicle.
- 7) The device must provide a method for the driver to confirm that driver entered data is correct (e.g. a visual display of entered data that can be reviewed and edited by the driver before the data is finally stored).

DATA COLLECTION

To obtain the information needed to verify fleet mileage and to prepare the "Individual Vehicle Distance Record(s)" (IVDR) the device must collect the following data on each trip.

- 1) Date of trip (starting and ending).
- 2) Trip origin and destination (location code is acceptable).
- 3) Routes of travel and/or trip beginning and ending life-to-date mileage information.
- 4) Total trip miles.
- 5) Mileage by jurisdiction.
- 6) Power unit number or vehicle identification number.
- 7) Vehicle fleet number.
- 8) Registrant's name.
- 9) Trailer numbers or vehicle ID numbers.
- 10) Driver ID or name.
- 11) Intermediate trip stops.

CARRIER RESPONSIBILITY

It is the carrier's responsibility to assure the entire record-keeping system meets the requirements of the IRP. It is suggested that the carrier contact MDT Compliance Review/Internal Audit for verification of audit compliance prior to implementation of on-board recording.

AUDITING RECORDS

Carriers are required to maintain their operational records for the current application year **plus** the three preceding mileage years.

These records must be available for audit by any IRP member jurisdiction upon request.

If the records are not located in the base jurisdiction, or cannot be made available, and it becomes necessary to send the auditors to the place where the records are maintained, the carrier will be responsible for the travel expenses and per diem of the auditors to complete the audit.

NEW MONTANA-BASED IRP CARRIERS

All **new** Montana-based IRP carriers **must** submit a deposit with their original application **when requiring a temporary authority**; otherwise, the application will be processed and the invoice will be mailed, payable upon receipt. Make the check payable to: **Treasurer, State of Montana**

Montana can tell you what your license is going to cost for Montana fees only. These fees may not reflect the actual fees charged due to several variable factors such as state fee changes or actual percentage on your account. (For a sample of how fees are calculated see pages 26-29.)

Weight increases (other than Montana only), add states or add vehicles will not be calculated by Montana. You need to contact each individual state with questions about their fees. (See phone listing starting on page 51.)

Once a temporary authority has been issued, the carrier is liable for payment of the entire invoice.

Deposit Amount Required

1 - 4 vehicles \$250.00 or 5 or more vehicles \$500.00

Motor Carrier Services accepts personal or company checks, Visa and MasterCard. Accounts that have checks returned for non-sufficient funds, will be required to pay all future invoices with money orders, cashier checks, certified checks, VISA or Master Card.

All new applications must have the following information in before their application will be processed. Faxed copies of new accounts or renewals are not accepted, they must be mailed to the office at: Motor Carrier Services – PO Box 4639 – Helena, MT 59604.

- 1) Schedule A and B
- 2) Proof of Purchase
- 3) Receipted current year 2290 (Heavy Vehicle Use Tax) Or, if you would like **you can send the check made payable to the IRS along with the 2290 form in a stamped envelope for the IRS to our office and we will forward it for you to expedite payment.**
- 4) Original signature sheet listing **all** persons authorized to request account activity.
Note: if a third party provider (prorate service) is employed by the registrant to request account changes, the signature sheet must include the owner or registrant in addition to the prorated service personnel.
- 5) IFTA application (if required)
- 6) SSRS (if required)
- 7) **Detailed** Scope of Operation

STAGGERED REGISTRATION PERIODS AND EXPIRATION DATES

IRP fleets have a staggered registration. The expiration date of your fleet is determined at the time you create your fleet. The table below describes how the expiration date is assigned.

MONTH OF REGISTRATION EXPIRATION DATE

January, February, March	December 31
April, May, June	March 31
July, August, September	June 30
October, November, December	September 30

All carriers are assigned one account number and may establish different fleets that travel in different jurisdictions and/or arrange for different expiration dates of the fleets to spread the cost of registration throughout the year.

STAGGERED REGISTRATION TIME LINES

EXPIRATION DATE	REGISTRATION EFFECTIVE	ENFORCEMENT DATE	MILEAGE REPORT TIME PERIOD	RENEWAL MAILED BY	RENEWAL DUE TO MCS BY	INVOICE MAILED BY	PAYMENT DUE BY	CREDENTIALS MAILED BY
MARCH 31	APRIL 1	APRIL 1	JULY 1 THRU JUNE 30 OF THE PRECEDING YEAR	JAN. 15	FEB. 20	FEB. 28	MARCH 10	MARCH 15
JUNE 30	JULY 1	JULY 1	JULY 1 THRU JUNE 30 OF THE PRECEDING YEAR	APRIL 15	MAY 20	MAY 31	JUNE 10	JUNE 15
SEPT. 30	OCT. 1	OCT. 1	JULY 1 THRU JUNE 30 OF THE CURRENT YEAR	JULY 15	AUG. 20	AUG. 31	SEPT. 10	SEPT. 15
DEC. 31	JAN. 1	JAN. 1	JULY 1 THRU JUNE 30 OF THE CURRENT YEAR	OCT. 15	NOV. 20	NOV. 30	DEC. 10	DEC. 15

HEAVY VEHICLE HIGHWAY USE TAX

In compliance with Federal law, proof of payment of the Federal Heavy Vehicle Use Tax must accompany your apportioned application for all power units of 55,000 pounds registered gross vehicle weight or more. This is applicable if the power unit is licensed for 55,000 pounds or more, or if the combination of vehicles is registered for 55,000 pounds or more. Only returns without a payment (tax suspended filings, for example) will be sent directly to Cincinnati. Cincinnati will handle ALL calls concerning the 2290, 2290 EZ, Schedule 1's, etc., regardless of where the return was processed. Cincinnati now has a toll-free number, 1-866-699-4096, for their own 2290 call site.

The addresses for the service centers are in the instructions of the Form 2290. With payment to: Internal Revenue Service - PO Box 10542 - Atlanta, GA 30348-5421, without payment to: Internal Revenue Service - Cincinnati, Ohio 45999-0031.

To register a vehicle, you **must** submit a receipted copy of your IRS Form 2290. The Form 2290 must be for the current tax period July 1 through June 30. You **must** include a copy of the receipted 2290 when sending in your renewal application for the new registration year. Or, if you would like **you can send the check made payable to the IRS along with the 2290 form in a stamped envelope for the IRS to our office and we will forward it for you to expedite payment.**

The 60-day grace period is an IRS rule and is extended ONLY to BRAND NEW (Current Year) power units being added to a fleet. Renewal of power units not having an IRS Form 2290 accompanying the application **WILL NOT** be processed or licensed until proof of payment of the Heavy Vehicle Highway Use Tax is provided.

When submitting your Form 2290, please indicate your account number and the corresponding unit number of the vehicle. This will expedite processing the tax paid information into your account for the correct unit. **APPLICATIONS/RENEWALS WILL NOT BE PROCESSED WITHOUT A CURRENT COPY OF THE 2290 FOR ALL VEHICLES BEING RENEWED.**

REQUIREMENTS FOR PROOF OF 2290 FORMS

The Federal Highway Use Tax form 2290 is required for all vehicles 55,000 pounds or more GVW (Gross Vehicle Weight) being registered through the IRP in Montana. Due to the catch 22 situation of carriers having 30 days to pay the tax and the IRS requirement that we **MUST** have proof of payment of the tax prior to registering a vehicle the following procedures will be followed.

- 1) Supplements adding vehicles will be processed when received. A Temporary Authority will be issued for **30 DAYS** (no extensions) and your credentials **will not** be sent out until a receipted copy of the proper 2290 **or both sides of the canceled check along with the 2290 page listing the VIN#** is received. The IRS may allow you more time to pay, but MCS will only allow you the 30 days to get MCS the proof as MCS is supposed to have it prior to registering the vehicle.
- 2) For the June 30 through September 30 renewals only, MCS will accept the previous years receipted 2290. If you do not have one, one must be obtained.
- 3) During the period of July 1 and August 31, for ADDED vehicles, MCS will accept the previous years 2290 or the new years receipted copy or both sides of the canceled check along with the 2290 page showing the VIN#. If you provide MCS with the previous year's copy, a temporary will be issued only for **30 DAYS** while you get proof of current year to MCS. Credentials **will not** be issued until MCS receives the proof of payment.

- 4) When a temporary is sent out for a vehicle and MCS doesn't have the correct 2290 your account will be blocked from further work until MCS receives it. The credentials **will not** be sent out until MCS gets a copy of your receipted **2290**.
- 5) MCS will no longer accept a photocopy of the 2290 form and the check mailed to the IRS unless there are both sides of the check with the IRS endorsements. **NOTE: You can send MCS your form 2290 and payment made out to the IRS with a self addressed stamped envelope to the IRS, MCS will make the required verification and forward it on for you.** You can also go to an IRS office near you and have them stamp it for you; mail or fax it to the MCS office. This is probably the fastest way to get MCS the proof.

MCS realizes that carriers have different grace periods to pay the Federal Highway Use Tax. Motor Carrier Services is not afforded the same privilege when licensing the vehicles. The IRS mandates that we have the proof prior to registering a vehicle. Your cooperation is greatly appreciated.

WYOMING INTRASTATE AUTHORITY

Carriers operating from one point in Wyoming to another point within Wyoming must have intrastate operating authority. A copy of your authority must be sent each year with your renewal or noted in the block provided on the schedule A for new accounts. Those obtaining this authority after renewal or original application will have the change made at the next renewal.

QUEBEC REQUIREMENTS

If you are going to be traveling in Quebec you must provide the total number of axles for the overall vehicle combination.

AXLES, DOLLIES, JEEPS

Dollies, converter gears, booster axles and jeeps will not be registered or plated in Montana. However, the weight those axles will haul needs to be figured into the combined gross weight of the vehicle combination.

HOW TO REGISTER YOUR FLEET

On the following pages are explanations, examples, rules, and guidelines for the correct completion of the forms necessary to license your fleet.

Improperly completed forms cannot be corrected by a technician. Forms that have not been completed properly will be returned to the carrier to be corrected. Please read the instructions carefully and follow the guidelines set for each form.

All the required forms are contained in your application packet. You may find some forms that you do not need at this time. If you have any questions or need assistance in filling out the forms call a licensing technician at (406)444-2998. **Absolutely no changes will be taken over the phone. All changes require written documentation.**

Mail completed forms to: **Montana Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59604-4639**

APPLICATION INFORMATION

There are various schedules used when processing IRP accounts.

- Schedule A:** is the original application and is used when establishing a new IRP account or fleet.
- Schedule B:** is the mileage and recap sheet for reporting the states the carrier will travel in and the mileage being traveled.
- Schedule C:** is the supplemental application and is used when adding and/or deleting power units from a fleet, increasing weights, adding a jurisdiction, or requesting changes to vehicle information.

When adding power units of 55,000 pounds or more you must also include a current receipted copy of your Federal Highway Use Tax Form 2290, proof of purchase price and proof of the previous registration when submitting schedules A or C.

Schedule C-T: is the supplemental application and is used when adding and/or deleting trailers from a fleet.

Following are descriptions of Schedules A, B, C, and schedule C-T and instructions on how to fill them out. Examples of the forms are located on pages 41 through 44.

NEW ACCOUNT CHECKLIST:

The Items listed below must accompany all new applications. Without this information, we will return your application to you until it is completed. Please note the account number will be assigned to all new accounts by the MCS office, and you need to refer to this number when making any inquiries about it by phone, in person or by fax.

- 1) Completed Forms A, B and C-T.
- 2) Proof of Purchase showing purchase cost in dollars of the power unit and trailers.
- 3) Form 2290 (heavy vehicle use tax) receipted by the IRS or check made payable to IRS along with 2290 form submitted to us for forwarding.
- 4) Signature sheet with **all** names of contacts able to do work on your account.
- 5) IFTA Application (if necessary).
- 6) SSRS Application (if necessary).
- 7) **Detailed** Scope of Operation

SCHEDULE A – Application for new accounts.

PART 1

This area requires information about your company, including your USDOT number. If you do not have one you can call (406)449-5304 for the US Department of Transportation and get your number or on-line at <http://www.usdotnumberregistration.com/> **The account cannot be processed without all information being listed.**

Please note you must list the name of the registrant exactly as you will be operating the company. This name must also be the same as listed on your International Fuel Tax License and your Single State Registration, which needs to be the **same as your Federal Highway Administration certificate.** See page 41 for example of schedule A.

MCS will return all incomplete applications.

SCHEDULE A

PART 2

All weights must be in pounds. List a weight for every jurisdiction that you will be operating in. Each vehicle registered will be authorized to operate at the weights listed:

- 1) If you have vehicles that you will want to operate in the same jurisdictions but at different weights you will need to file a schedule C for each group of vehicles.
- 2) If you have vehicles that will be operating in different jurisdictions it will be necessary to create a new fleet for each group of jurisdictions.
- 3) If there is a 10% or more variance in weight between jurisdictions, you must justify the variance with a written explanation.

SCHEDULE A

PART 3

List the vehicles being registered in the fleet. Use additional pages if necessary.

Column 1 List the unit number you have assigned to the vehicle. NOTE: We are able to use a unit number only once on each fleet. **PLEASE DO NOT USE SYMBOLS** on unit numbers. If you replace a vehicle, you will need to assign it a **new** equipment number.

Column 2 List the entire Vehicle Identification Number in this block. Please type or print clearly.
Enter the name of the owner of the vehicle.

Column 3 List the model year of the vehicle.
List the jurisdiction titled in and the title number

Column 4 List the make of the vehicle.

Column 5 List the vehicle type. It is important that you list the correct vehicle type or the vehicle will be issued the incorrect type of license plate.

TRACTOR: (TR) There is only one license plate issued to this type of vehicle. This plate will have a "P" for power unit and is to be displayed on the front of the vehicle.

TRUCK: (TK) This vehicle will receive two license plates, one for the front and one for the rear with an "S" for single unit.

BUS: (BS) these will be issued two "S" plates, one for the front and one for the rear of the vehicle.

Column 6 List the total number of axles on the vehicle.

Column 7 List the fuel type. D=Diesel, L=LPG (propane), G=Gasoline, O=Other

Column 8 List the empty weight (unladen) of the vehicle.

Column 9 List the total gross vehicle weight the vehicle will be registered for in Montana. (Total gross vehicle weight is the weight of the vehicle combination and the total load.)
Under this column list the bus horsepower when registering a bus.

Column 10 List the original factory price of the vehicle.

Column 11 List the purchase price of the vehicle. This is the price you paid for the vehicle BEFORE trade. **Remember your purchase price is before excise tax.** You MUST provide proof of purchase when adding vehicles to your account.

Column 12 List the date of purchase.

NOTE: Column 12, which is located under the date of purchase, is where you need to request your special permit for it to appear on your vehicle cab card. This permit will expire with the vehicle registration. If you purchase it separately it will be issued for the calendar year only. Please see the following information about the permit.

OVERLENGTH PERMIT

There is one "Permit" available for vehicle combinations on your IRP registration that is valid for **Montana only**.

This Overlength Permit will allow a carrier to operate their vehicle combination up to 95 feet in length or 81 feet combined trailer length. The permit is \$75.00 for each power unit for the registration year. The Permit available on your IRP cab card is for vehicle combination length only (example: doubles) and not the length of the load. Overlength on the cab card **does not** include width or height.

Mark the SP line in column 12 to obtain this permit on your cab card.

If you desire a permit to include **the width and height dimensions**, **DO NOT** request the overlength on your cab card. To obtain the height and width authorization, in addition to the length, you must obtain your permit from a weigh station or through our Permit Section at (406) 444-7262. This permit costs \$75.00 for the calendar year.

TRANSFER OF OVERLENGTH PERMIT

Overlength permits will be transferred from one vehicle to another ONLY for sold, traded, or wrecked vehicles. Carriers cannot transfer a permit if an owner operator breaks their lease and goes to another carrier or begins operating on their own. Vehicles leased from a dealer and turned in for a new one will be considered a trade in.

SCHEDULE A

PART 4

SIGN AND DATE THE FORM

The authorized representative of the company verifying that all of the information provided is correct must sign the application.

Please note that while supplemental work can be done via the Fax, original signatures must be on file for each representative of your company, an authorized signature form is provided with your application materials. See page 45 for an example of this form.

SCHEDULE B

NEW OPERATORS

Schedule B is the mileage schedule and recap sheet. This schedule is used for reporting the mileage operated in each jurisdiction. (See page 42 for an example of schedule B.)

If you have mileage history in a jurisdiction in the preceding year, (any part of time during July 1 through June 30), use those miles. Actual miles should come from your IFTA tax returns for this period.

If you do not have any history, you may use an estimated scope of operation for the jurisdictions you wish to travel (**example:** travel Point A in the state to Point B in the state X number of times equals estimated miles for that jurisdiction). Samples of estimated miles given on page 17. When estimating, **you must provide a full statement of the proposed method of operation and how the distance was estimated.** The IRP Commissioner or designated agent may adjust estimated distance if it does not appear realistic.

- 1) In the column marked PRORATE YES/NO, place a Y for Yes if you want to apportion that jurisdiction, or an N for No in the column if you had mileage in that jurisdiction but don't wish to prorate that jurisdiction.
- 2) In the column marked ACTUAL=A or ESTIMATED=E, place an A for actual miles or an E for estimated miles. (Place a "T" in for trip permit miles.)
- 3) List the distance for that jurisdiction.
- 4) Provide a **detailed** explanation for all estimated miles.

SCHEDULE B

RENEWAL OPERATORS

On the Schedule B, list mileage traveled in **all jurisdictions** during the mileage period of July 1, through June 30, of the preceding year or portion of the year that the fleet was apportioned. **You must include all mileage generated by each vehicle, even though some units may have been deleted.** (See page 42 for example of schedule B.)

Actual Miles:

Start with the states that you are currently apportioned in, listing the total actual miles that were traveled in each jurisdiction for each vehicle within the fleet.

- 1) In the column marked PRORATE YES/NO, place a Y for Yes if you want to apportion that jurisdiction, or an N for No in the column if you had mileage in that jurisdiction but don't wish to prorate that jurisdiction.
- 2) In the column marked ACTUAL=A or ESTIMATED=E, place an A for actual miles or an E for estimated miles. (If you had Trip Permit Miles place a T here.)

Trip Permitted Miles:

If during the previous registration year, trip permits were purchased in some jurisdictions, place a "T" in the block after the miles. In adjoining jurisdictions, apportioning is required – e.g. Montana, Wyoming and Colorado are adjoining jurisdictions. You may not trip permit in Wyoming and apportion license in Colorado. If your previous operation had trip permit miles in Wyoming, these will be used as "actual" for purposes of renewal unless estimated miles can be justified.

Estimated Miles:

For the states that you wish to apportion in, and have no mileage history, follow these instructions.

- 1) List the number of estimated miles that you plan to travel in each new jurisdiction on the estimated mileage form.
- 2) Provide a detailed statement describing the reason for estimation (new contract, different routes, etc.), and how the distance was estimated. (**Example:** travel Point A in the state to Point B in the state X number of times equals estimated miles for that jurisdiction). If you state "Used Estimated Distance Table" as the scope of operation on the form, the estimated mileage will be returned for a more detailed explanation.
- 3) Carriers estimating mileage for a second year in the same jurisdiction should be aware this increases your prorated percent to more than 100% and the jurisdiction(s) will be dropped from the fleet until you need to travel there. When the jurisdiction(s) needs to be added, fax or send MCS a schedule C and B. MCS will then add that jurisdiction to your fleet and send you a temporary authority to operate on.

Off-Highway Miles:

Off-highway mileage must be included on the "actual" or "estimated" miles for the year; this is part of your total fleet mileage. **Off-highway miles are not exempt from IRP.**

ESTIMATED DISTANCE CHART

The following chart gives the minimum estimated mileage that will be allowed when estimating your mileage.

Alabama	791 miles	New Brunswick	43 miles
Alberta	1854 miles	New Hampshire	25 miles
Arkansas	964 miles	New Jersey	310 miles
Arizona	1743 miles	New Mexico	1352 miles
British Columbia	482 miles	New York	495 miles
California	5756 miles	Newfoundland/Labrador	25 miles
Colorado	1762 miles	North Carolina	807 miles
Connecticut	125 miles	North Dakota	3253 miles
Delaware	27 miles	Nova Scotia	26 miles
District of Columbia	25 miles	Ohio	1465 miles
Florida	1334 miles	Oklahoma	1230 miles
Georgia	1635 miles	Ontario	222 miles
Idaho	4505 miles	Oregon	2095 miles
Illinois	2155 miles	Pennsylvania	1033 miles
Indiana	1364 miles	Prince Edward Island	25 miles
Iowa	1619 miles	Quebec	63 miles
Kansas	1369 miles	Rhode Island	25 miles
Kentucky	829 miles	Saskatchewan	789 miles
Louisiana	825 miles	South Carolina	930 miles
Maine	40 miles	South Dakota	1995 miles
Manitoba	236 miles	Tennessee	1272 miles
Maryland	250 miles	Texas	3900 miles
Massachusetts	113 miles	Utah	3185 miles
Michigan	627 miles	Vermont	25 miles
Minnesota	2521 miles	Virginia	696 miles
Mississippi	643 miles	Washington	2987 miles
Missouri	1963 miles	West Virginia	249 miles
Montana	16737 miles	Wisconsin	1319 miles
Nebraska	2085 miles	Wyoming	4152 miles
Nevada	3546 miles		

NOTE: Current minimum distance as of September 1, 2002.

SCHEDULE C

(Supplemental Application)

Use this schedule for adding or deleting power units, adding jurisdictions or changing weights. See page 43 for example of schedule C.

PART 1: List the account information: account number, fleet number, license year, name of contact, name of registrant, telephone number and fax number.

PART 2: Use this section when adding jurisdictions or increasing weights in existing jurisdictions. When adding jurisdictions you also need to submit a Schedule B with the miles and estimated mileage statement.

PART 3: Use additional pages if necessary.

Column 1 List the unit number you have assigned to the vehicle. NOTE: We are able to use a unit number only once on each fleet. **PLEASE DO NOT USE SYMBOLS** on unit numbers. If you replace a vehicle, you will need to assign a **new** number.

Column 2 List the entire Vehicle Identification Number in this block. Please type or print clearly. **Enter the name of the owner of the vehicle.**

Column 3 List the model year of the vehicle, title number and the jurisdiction in which the vehicle is titled.

Column 4 List the make of the vehicle.

Column 5 List the vehicle type. It is important that you list the correct vehicle type or the vehicle will be issued the incorrect type of license plate.

TRACTOR: (TR) There is only one license plate issued to this type of vehicle. This plate will have a "P" for power unit and is to be displayed on the front of the vehicle.

TRUCK: (TK) This vehicle will receive two license plates one for the front and one for the rear with an "S" for single unit.

BUS: (BS) these will be issued two "S" plates one for the front and one for the rear of the vehicle.

Column 6 List the total number of axles on the vehicle.

Column 7 List the fuel type. D=Diesel, L=LPG (propane), G=Gasoline, O=Other

Column 8 List the empty weight (unladen) of the vehicle.

Column 9 List the total gross vehicle weight the vehicle will be registered for in Montana. (Total gross vehicle weight is the weight of the vehicle combination and the total load.)
Put bus horsepower here when registering a bus.

Column 10 List the original factory price of the vehicle.

Column 11 List the Purchase Price of the vehicle. This is the price you paid for the vehicle BEFORE trade. Remember your purchase price is before excise tax. You MUST provide proof of purchase when adding vehicles to your account, **and a receipted IRS Form 2290.**

Column 12 List the date of purchase.

NOTE: Column 12, which is located under the date of purchase, is where you need to request your Special permit for it to appear on your vehicle cab card. This permit will expire with the vehicle registration. If you purchase it separately it will be issued for the calendar year only. Please see the following information about the permit.

OVERLENGTH PERMIT

There is one "Permit" available for vehicle combinations on your IRP registration that is valid for **Montana only**.

This Overlength Permit will allow a carrier to operate their vehicle combination up to 95 feet in length or 81 feet combined trailer length. The permit is \$75.00 for each power unit for the registration year. This Overlength Permit available on your IRP cab card is for length only, and **does not** include width or height.

Put a YES in the box in column 12 to obtain this permit on your cab card.

If you desire a permit to include **the width and height dimensions, DO NOT** request the Overlength Permit on your cab card. To obtain the height and width authorization, in addition to the length, you must obtain your permit from a weigh station or through our Permit Section at (406) 444-7262. This permit costs \$75.00 for the calendar year.

PART 4: Deleting Vehicles - List the vehicles you wish to delete from the fleet. Note the unit number, the vehicle description, and the plate number of the apportioned plate assigned to the vehicle and the reason for the deletion (i.e. – sold, wrecked, etc.). **NOTE: THE VEHICLE(S) WILL NOT BE DELETED UNTIL THE ORIGINAL CAB CARD AND LICENSE PLATE ARE RETURNED TO THE HELENA MCS OFFICE.** Return credentials at the time you submit your supplement.

When a power unit is deleted, the unused portion of the GVW fees will be credited to the same fleet for the current registration year. Unused GVW fees may not be transferred to another fleet or carried forward to the new registration year.

There is no provision in Montana law to allow credit for registration fees or the fee in lieu of tax. MONTANA LAW DOES NOT ALLOW REFUND OF ANY VEHICLE FEES AT ANY TIME DURING THE REGISTRATION PERIOD (61-3-725 MCA).

PART 5: **Sign and date the application.**

SCHEDULE C-T

(TRAILERS ONLY SUPPLEMENT)

USE THIS SCHEDULE (ALONG WITH YOUR SCHEDULE B MONTANA MILEAGE FROM YOUR POWER UNIT FLEET) WHEN STARTING A NEW TRAILER FLEET
(See page 42 for sample Schedule B)

THIS FORM IS ALSO USED FOR ADDING AND DELETING TRAILERS ON AN EXISTING TRAILER FLEET. (See page 44 for example of schedule C-T).

PART 1: List the account information: account number, fleet number, license year, name of contact, name of registrant, telephone number and fax number.

PART 2: Only MT is listed on the trailer cab card. A current trailer registration from any jurisdiction will be honored by IRP member jurisdictions. No gross vehicle weight is shown on the trailer. Total gross vehicle weight (ex: 80,000 pounds) is indicated on the power unit cab card for each jurisdiction. **The original cab card or a notarized copy of the trailer cab card must be with the trailer at all times. Photocopies of the trailer registration are not valid.**

PART 3: Use additional pages if necessary.

Column 1 List the unit number you have assigned to the vehicle. NOTE: We are able to use a unit number only once on each fleet. **PLEASE DO NOT USE SYMBOLS** on unit numbers. If you replace a vehicle, you will need to assign it a **new unique** number.

Column 2 List the entire Vehicle Identification Number in this block. Please type or print clearly.
Enter the name of the owner of the trailer

Column 3 List the model year of the vehicle. Enter the name of the jurisdiction in which the trailer is titled and the title number.

Column 4 List the make of the vehicle.

Column 5 List the vehicle type.

SEMI-TRAILER: (ST)

FULL TRAILER: (FT)

Both trailer types will be issued (1) "T" plate that will be displayed on the rear of the trailer.

Column 6 List the total number of axles on the trailer.

Column 7 List the empty weight (unladen) of the trailer.

Column 8 Gross weight will be listed at 28,000.

Column 9 List the original factory price of the vehicle.

Column 10 List the Purchase Price of the vehicle. **You MUST provide proof of purchase when adding vehicles to your account.**

Column 11 List the date of purchase.

Column 12 List the previous registration state and plate number.

Column 13 If you are deleting a trailer while adding a new one, list the plate number of the deleted vehicle and include the original cab card for the deleted trailer with the application. The plates and fees will be transferred to the new trailer. **Trailers are the only units where the plates transfer.**

PART 4: List the trailers you wish to delete from your fleet. You must list the OEN number, year, make, VIN number, plate number and the unit number you want the plate transferred to, if any. The plate and fees will be transferred to the new trailer.

When adding and deleting trailers the plates from the deleted trailers may be transferred to the new trailer. The fees paid on the deleted trailer will be transferred to the new trailer and only a cab card fee will be charged. The plate from the deleted trailer will be transferred to the new trailer.

PART 5: **Sign and date the application.**

CHECKLIST FOR VARIOUS TRANSACTIONS

CHANGING WEIGHTS

- * Schedule C
- * Copy of Cab Card(s) for units being increased
- * Copy of receipted 2290 Heavy Use Tax Form for vehicles going to 55,000 from a lesser weight

ADDING STATES

- * Schedule C
- * Schedule B

ADDING POWER UNITS

- * Schedule C
- * Vehicle title number on Schedule C
- * Proof of Purchase Price (Do Not Include Federal Excise Tax - FET)
- * **RECEIPTED IRS FORM 2290** (power units of 55,000 pounds or more registered GVW (Unless it is a **brand new year** vehicle then you have 60 days to get the 2290 to us.)

DELETING POWER UNITS

- * Schedule C
- * License Plate(s)
- * Original Cab Card(s)

ADDING TRAILERS

- * Schedule C-T
- * Vehicle title number on Schedule C-T
- * Proof of purchase (copy of bill of sale, **do not include Federal Excise Tax**)
- * Original cab card(s) of deleted trailers must be returned to MCS. The cab cards must be received before the fees and plates may be transferred to the new trailer.

DELETING TRAILERS

- * Schedule C-T
- * Original cab card(s) must be returned to MCS when trailer fees are transferred to a new trailer. Retain the license plate(s) to transfer the plate(s) to a new trailer(s).

REPLACING PLATES OR CAB CARD(S)

When requesting a replacement for a lost or stolen plate or cab card, you must submit a photocopy of the cab card for the vehicle(s). The charge for replacement of a lost cab card is \$2.00. The charge for a lost plate is \$2.00 (plate) + \$2.00 (year sticker for plate) + \$2.00 for a new cab card as a new cab card will also have to be issued to reflect the new plate number. Please wait until you receive an invoice to send payment.

CHANGING VEHICLE INFORMATION

If data on the cab card is incorrect, submit a photocopy of the cab card with a letter stating the incorrect information that needs to be changed, and the correct information.

There is a \$2.00 charge for the replacement cab card. **Please wait until you receive an invoice to send payment.**

TEMPORARY IRP REGISTRATION

Temporary authority is available to carriers with established accounts.

This authority will normally be issued for **30 DAYS**, (for adequate time to process, invoice, receive payment and mail the plates and cab cards) and costs \$5.00 per vehicle.

******* IMPORTANT *******

ALL REQUESTS FOR TEMPORARY AUTHORITY WILL BE PROCESSED ONLY AFTER THE APPROPRIATE SUPPLEMENTAL PAPERWORK HAS BEEN FAXED OR RECEIVED BY YOUR LICENSING TECHNICIAN.

NOTE: If you order and receive a temporary you will be required to pay all licensing costs of the vehicle or vehicles regardless of whether you keep the vehicle or not.

UNLADEN PERMIT

The unladen permit is available to the operator who is changing companies. When an operator is changing from one company to another and needs to travel to the new company to get the credentials to operate, then there is the option of obtaining an unladen permit.

An unladen permit is valid for the following reasons:

- 1) The operator is traveling from a licensed company to another licensed company.
- 2) The operator is interviewing with a new company.

The unladen permit is issued for the empty weight of the vehicle(s) at a cost of \$5.00 per vehicle, and is issued to the owner operator. The unladen permit is to allow the vehicle to travel to the new company, **THE VEHICLE MUST TRAVEL UNLADEN**. It is valid for five days.

Obtaining an unladen permit does not obligate the owner operator or the new company to license the vehicle(s), but is a means of getting the vehicle(s) to the new company location for a decision whether or not to add the vehicle(s) to their fleet.

OWNER/OPERATOR VEHICLES

Proportional registration for owner/operators may be licensed in one of the following ways.

- 1) The owner/operator (lessor) may be the registrant and the vehicle may be registered in the name of the lessor. The apportioning of fees will be according to the operational records of the lessor. The plate and cab card will be the property of the lessor; or,
- 2) The carrier (lessee) may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee, with apportioning of fees according to the records of the carrier. The plates and cab cards will be the property of the carrier (lessee).

If an owner-operator wishes to register under the IRP but cannot fully comply with all the provisions of an "Established Place of Business", the owner-operator may be allowed to base in Montana provided he can provide a physical or street address and a current utility bill in the name of the owner-operator for service to the location listed on the IRP application.

Other proof of residence such as a Montana telephone number may be required. The MCS Division must be able to contact the owner-operator by phone even if a third party provider (prorate service) is hired to conduct account activity.

HOUSEHOLD GOODS CARRIERS

Household Goods Carriers using equipment leased from service representatives may choose to base the equipment in the base jurisdiction of the service representative or that of the carrier.

For equipment owned and operated by owner operators, other than service representatives, and used exclusively to transport household goods, the equipment shall be registered in the base jurisdiction of the carrier. The registration shall be in the name of the carrier with the owner operator's name as the owner. Fees will be apportioned according to the carrier mileage.

When household goods carrier equipment is to be registered in the base jurisdiction of the service representative the registration will be in the service representative's name, with the carrier as owner. The fees for apportionment will be a combination of the service representative and of the carrier. The records must be kept or made available in the service representatives base jurisdiction.

RENTAL VEHICLES

All vehicle rental companies registering vehicles through the IRP must meet the base jurisdiction requirements; must have an established place of business; and, the fleet of vehicles must accrue miles in the base jurisdiction. Vehicles registered as part of a rental fleet can operate intrajurisdictionally or interjurisdictionally.

Fees for rental passenger cars operated in Montana are calculated using the following formula. To determine the percentage of total fleet vehicles that shall be registered in Montana, divide the gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in the jurisdiction by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all jurisdictions in which such vehicles are operated. The resulting percentage shall be applied to the total number of passenger cars in the fleet and that figure shall be the number of rental passenger cars that shall be fully (100%) registered in Montana.

RENTAL TRAILERS AND SEMI TRAILERS

Trailers and semi-trailers over 6,000 pounds gross vehicle weight used only in pool fleets will be licensed by dividing the gross revenue received in the preceding year in Montana by the gross revenue received from all rental transactions in the preceding year in all jurisdictions. This will result in the number of rental trailers and semi-trailers that must be registered for 100% fees in Montana.

UTILITY TRAILERS

Owners of utility trailers 6,000 pound gross vehicle weight and under and are in the business of renting these trailers will register a number of trailers equal to the average number of trailers rented in or through Montana during the preceding year.

BUSES

Buses must be licensed by the gross loaded weight of the bus. The owner will determine the weight of the bus, passengers and cargo and submit this weight when applying for registration.

The registration fees for buses will be based on the relationship of base jurisdiction miles to total miles operated by the fleet. At the option of the registrant, total miles may be the sum of actual interjurisdictional miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination.

TRAILER REGISTRATION

Trailers are listed as a separate fleet from the power units. New trailer fleets will be registered for five years.

Trailer license plate will be the property of the registered owner. If a trailer is deleted from a fleet, it is the responsibility of the owner to remove the license plate, and retain the original cab card. When a new trailer is added to the fleet, the plate from any deleted trailer can be transferred to the new trailer. The original cab card of the deleted unit must be returned to MCS when transferring to a new trailer. MCS will generate a new cab card for the new trailer and assign the old license plate number to the new trailer. The cost will be \$2.00 for the new cab card. The new trailer registration will have the same expiration date as the original trailer. You will not be assessed another five-year (or remaining portion) fee for the new trailer if you transfer the plates from a deleted trailer.

License plates and the associated fees can be transferred only between trailers that are deleted and added to the same fleet and IRP account. The license plates and fees are not transferable between IRP accounts or different registered owners.

Trailer registrations will continue to expire in the same calendar quarter in which they currently expire.

REGISTRATION FEE FOR LIGHT VEHICLES

AGE OF VEHICLE	COST FOR VEHICLE
<u>YEARS</u>	<u>COST</u>
0-4	\$195.00
5-10	\$65.00
11 and Older	\$6.00

Light vehicles (61-1-139 MCA) means a motor vehicle commonly referred to as an automobile, van, sport utility vehicle or truck having a manufacturer's rated capacity of 1 ton or less. Trucks exceeding 1 ton are licensed under the Schedule of Fees in Lieu of Tax and must pay gross vehicle weight fees.

FEE IN LIEU OF TAX

Buses and trucks with a manufacturer's rated capacity or more than 1 ton and tractors shall pay a fee in lieu of tax based on the age of the vehicle and the manufacturer's rated capacity of the vehicle. The age of the vehicle is determined by subtracting the manufacturer's model year of the vehicle from the calendar year for which the fee in lieu of tax is due. The manufacturer's rated capacity for a bus or truck with a manufacturer's rated capacity of more than 1 ton is the manufacturer's rated gross vehicle weight. The manufacturer's rated capacity for a tractor is the manufacturer's rated gross combined weight.

A power unit added to a fleet during the registration year will be assessed the fee in lieu of tax according to the remaining number of months in the registration year. **The fee in lieu of tax is not refundable nor may a credit be given for a deleted vehicle.**

FEE IN LIEU OF TAX SCHEDULE

	RATED CAPACITY (IN POUNDS)			
	16,999 OR LESS	17,000 THRU 26,999	27,000 THRU 54,999	55,000 OR MORE
AGE OF VEHICLE				
1 year or less – New or Used	\$117.00	\$167.00	\$284.00	\$375.00
2 years	\$109.00	\$150.00	\$250.00	\$300.00
3 years	\$100.00	\$134.00	\$220.00	\$266.00
4 years	\$92.00	\$117.00	\$184.00	\$242.00
5 years	\$83.00	\$109.00	\$160.00	\$195.00
6 years	\$75.00	\$100.00	\$134.00	\$167.00
7 years	\$66.00	\$91.00	\$117.00	\$147.00
8 years	\$58.00	\$83.00	\$100.00	\$125.00
9 years	\$50.00	\$75.00	\$92.00	\$109.00
10 years	\$41.00	\$58.00	\$79.00	\$92.00
11 - 12 years	\$33.00	\$50.00	\$67.00	\$76.00
13 - 14 years	\$28.00	\$37.00	\$52.00	\$61.00
15 - 16 years	\$25.00	\$30.00	\$38.00	\$47.00
17 - 18 years	\$18.00	\$26.00	\$29.00	\$36.00
19 - 20 years	\$13.00	\$19.00	\$22.00	\$26.00
21 years or more	\$10.00	\$12.00	\$16.00	\$20.00

IDENTIFICATION FEES

Identification or administrative fees are not included in the registration fees and are not prorated nor does the apportioned percentage apply. Identification fees are:
 Cab card - \$2.00; License plate - \$2.00; Sticker (plate) - \$2.00.

REGISTRATION FEES:

FEE SCHEDULE EFFECTIVE ON JANUARY 1, 2005			
Registration Fees (61-3-321, MCA)			
Registration Fees	Registration Fee	Transportation Services Fee (Not a prorated fee)	Total Registration Fee
Vehicle Types:			
Motor Vehicles under 2,850 lbs	\$17.00	\$0.25	\$17.25
Motor Vehicles over 2,850 lbs **	\$22.00	\$0.25	\$22.25
** Includes trucks truck-tractors and buses			

Registration fees are full year fees, except when a vehicle is newly registered in the second half of a fleet registration year. The registration fee will be half the original fee for vehicles registered in the second half (for 6 months or less) of the fleet's registration year.

The half-year provision does not apply to the Transportation Services \$0.25 fee required under 61-3-321 MCA.

EXAMPLE OF HOW APPORTIONED FEES ARE CALCULATED

The following illustration is an example of how IRP fees are apportioned. This example is used for illustration only and is not to be considered a “real” apportioned registration. The percentages and fees used should not be considered the actual fees for any of the jurisdictions used in the example. In this example, only the vehicle licensing fees are included. Montana permits, IFTA license, Single State Registration (SSRS) and identification fees are not included.

<i>Jurisdiction</i>	<i>Full Fee</i>	<i>Miles Traveled</i>	<i>Fees Due</i>	<i>App %</i>
Montana	\$1,394.00	86,500	\$365.30	0.262055
Arizona	\$3,957.00	3,025	\$36.26	0.009164
Colorado	\$1,776.00	7,200	\$38.74	0.021813
Idaho	\$2,300.00	49,598	\$345.60	0.150259
North Dakota	\$984.00	42,500	\$126.69	0.128755
Oregon	\$320.00	950	\$0.92	0.002879
South Dakota	\$1,457.00	37,000	\$163.32	0.112093
Utah	\$1,266.00	31,420	\$120.50	0.095188
Washington	\$1,608.00	32,890	\$160.22	0.099642
Wyoming	\$2,225.00	39,000	\$262.89	0.118152
Total	\$17,287.00	330,083	\$1,620.44	100%

The vehicle is (1) year old, licensed for (12) months at 80,000 pounds. Each jurisdiction's miles are divided by the total miles to determine the apportioned percentage. The fee due to each jurisdiction is the full fee multiplied by the apportioned percentage. Each jurisdiction calculates the apportioned percentage to six decimal places to assure that fees are calculated uniformly in every jurisdiction.

****SCHEDULE I FEES:**

61-10-201

Schedule I fees are the gross weight fees on trucks, truck tractors and buses, based on the loaded gross weight of the vehicle, including the maximum gross weight of any towed unit of each truck and truck tractor.

SCHEDULE I GVW FEES				
GROSS WEIGHT OF TRUCK & TRAILER COMBINATION	100 % ANNUAL FEES	100 % 1/2 YEAR FEES	100 % 1/4 YEAR FEES	100 % MONTHLY FEES
1/2 ton	\$7.00	\$3.50		
3/4 ton	\$12.50	\$6.25		
1 ton	\$17.50	\$8.75		
Up to 16,000	\$21.00	\$10.50		
16,001 to 18,000	\$28.00	\$14.00		
18,001 to 20,000	\$37.50	\$18.75		
20,001 to 22,000	\$47.00	\$23.50		
22,001 to 24,000	\$70.00	\$35.00		
24,001 to 26,000	\$90.00	\$45.00	\$22.50	\$7.50
26,001 to 28,000	\$110.00	\$55.00	\$27.50	\$9.17
28,001 to 30,000	\$130.00	\$65.00	\$32.50	\$10.83
30,001 to 32,000	\$150.00	\$75.00	\$37.50	\$12.50
32,001 to 34,000	\$170.00	\$85.00	\$42.50	\$14.17
34,001 to 36,000	\$190.00	\$95.00	\$47.50	\$15.83
36,001 to 38,000	\$215.00	\$107.50	\$53.75	\$17.92
38,001 to 40,000	\$235.00	\$117.50	\$58.75	\$19.58
40,001 to 42,000	\$255.00	\$127.50	\$63.75	\$21.25
42,001 to 44,000	\$275.00	\$137.50	\$68.75	\$22.92
44,001 to 46,000	\$300.00	\$150.00	\$75.00	\$25.00
46,001 to 48,000	\$320.00	\$160.00	\$80.00	\$26.67
48,001 to 50,000	\$340.00	\$170.00	\$85.00	\$28.33
50,001 to 52,000	\$360.00	\$180.00	\$90.00	\$30.00
52,001 to 54,000	\$380.00	\$190.00	\$95.00	\$31.67
54,001 to 56,000	\$400.00	\$200.00	\$100.00	\$33.33
56,001 to 58,000	\$420.00	\$210.00	\$105.00	\$35.00
58,001 to 60,000	\$440.00	\$220.00	\$110.00	\$36.67
60,001 to 62,000	\$460.00	\$230.00	\$115.00	\$38.33
62,001 to 64,000	\$482.50	\$241.25	\$120.63	\$40.21
64,001 to 66,000	\$502.50	\$251.25	\$125.63	\$41.88
66,001 to 68,000	\$522.50	\$261.25	\$130.63	\$43.54

GROSS WEIGHT OF TRUCK & TRAILER COMBINATION	100 % ANNUAL FEES	100 % 1/2YEAR FEES	100 % 1/4 YEAR FEES	100 % MONTHLY FEES
68,001 to 70,000	\$545.75	\$272.88	\$136.44	\$45.48
70,001 to 72,000	\$566.50	\$283.25	\$141.63	\$47.21
72,001 to 74,000	\$607.50	\$303.75	\$151.88	\$50.63
74,001 to 76,000	\$655.00	\$327.50	\$163.75	\$54.58
76,001 to 78,000	\$695.00	\$347.00	\$173.75	\$57.92
78,001 to 80,000	\$750.00	\$375.00	\$187.50	\$62.50
80,001 to 82,000	\$896.00	\$448.00	\$224.00	\$74.67
82,001 to 84,000	\$942.00	\$471.00	\$235.00	\$78.50
84,001 to 86,000	\$988.00	\$494.00	\$247.00	\$82.33
86,001 to 88,000	\$1,034.00	\$517.00	\$258.50	\$86.17
88,001 to 90,000	\$1,080.00	\$540.00	\$270.00	\$90.00
90,001 to 92,000	\$1,126.00	\$563.00	\$281.50	\$93.83
92,001 to 94,000	\$1,172.00	\$586.00	\$293.00	\$97.67
94,001 to 96,000	\$1,218.00	\$609.00	\$304.50	\$101.50
96,001 to 98,000	\$1,264.00	\$632.00	\$316.00	\$105.33
98,001 to 100,000	\$1,310.00	\$655.00	\$327.50	\$109.17
100,001 to 102,000	\$1,356.00	\$678.00	\$339.00	\$113.00
102,001 to 104,000	\$1,402.00	\$701.00	\$350.50	\$116.83
104,001 to 106,000	\$1,448.00	\$724.00	\$362.00	\$120.67
106,001 to 108,000	\$1,494.00	\$747.00	\$373.50	\$124.50
108,001 to 110,000	\$1,540.00	\$770.00	\$385.00	\$128.33
110,001 to 112,000	\$1,586.00	\$793.00	\$396.50	\$132.17
112,001 to 114,000	\$1,632.00	\$816.00	\$408.00	\$136.00
114,001 to 116,000	\$1,678.00	\$839.00	\$419.50	\$139.83
116,001 to 118,000	\$1,724.00	\$862.00	\$431.00	\$143.67
118,001 to 120,000	\$1,770.00	\$885.00	\$442.50	\$147.50
120,001 to 122,000	\$1,816.00	\$908.00	\$454.00	\$151.33
122,001 to 124,000	\$1,862.00	\$931.00	\$465.50	\$155.17
124,001 to 126,000	\$1,908.00	\$954.00	\$477.00	\$159.00
126,001 to 128,000	\$1,954.00	\$977.00	\$488.50	\$162.83
128,001 to 130,000	\$2,000.00	\$1,000.00	\$500.00	\$166.67
130,001 to 132,000	\$2,046.00	\$1,023.00	\$511.50	\$170.50
For vehicles over 132,000 add \$46.00 for every 2,000 pounds.				

DETERMINING LEGAL GROSS WEIGHT

When determining the legal maximum gross weight of a vehicle or vehicle combination, there are three variables to take into consideration.

The three variables are:

- 1) **Axle configurations**
- 2) **Bridge measurements/number of axles**
- 3) **Tire size (safety rating)**

For vehicle combinations, all three variables must be known to determine the legal, maximum allowable weight for that combination.

For single vehicles, the "Bridge Measurement" variable would not apply unless there are four or more axles on the vehicle.

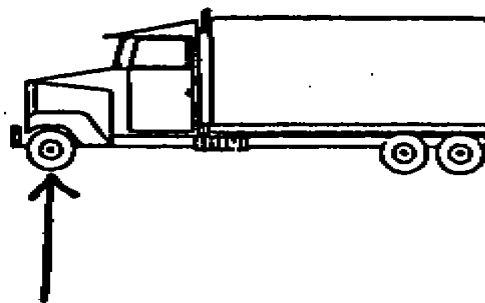
Now look at each of the variables alone and see how they apply to the gross vehicle weight of the vehicles. As stated earlier, all three variables (in most instances) will be used to figure weights. We will now disseminate each variable, explaining the processes, means and terminology used. Then we will use all three together to determine the correct weight allowed on various vehicles, and vehicle combinations.

AXLE CONFIGURATIONS

There are five basic axle configurations to be aware of when determining legal weight of a vehicle. Each of these configurations has different legal, maximum weight allowed. Let's take a look at each of these, determine the legal weights of each and get to know the terminology involved with each.

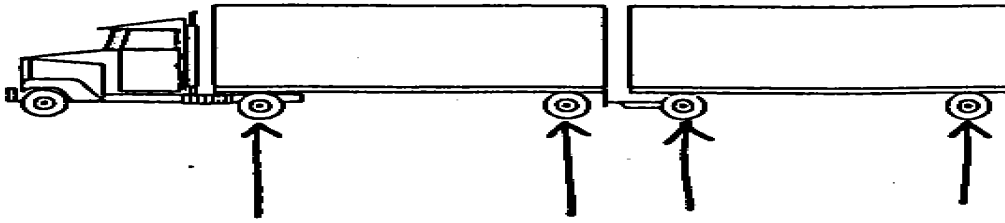
Single Axle: (single tires)

This configuration is legal for the maximum weight of the manufactures' rating (safety rating). This is found on the sidewall of the tire and is usually somewhere around 6500 pounds per tire. To determine the legal axle weight allowed for this axle, you would take the "safety rating" of each tire and multiply it by the two tires. Single axles (other than the steering) that have single tires are limited to a maximum weight of 11,000 pounds unless they are wide-based tires. A wide based tire is a tire that has 14 or more inches of nominal width and are limited to 500 pounds per inch width of tire or 20,000 pounds which ever is less.



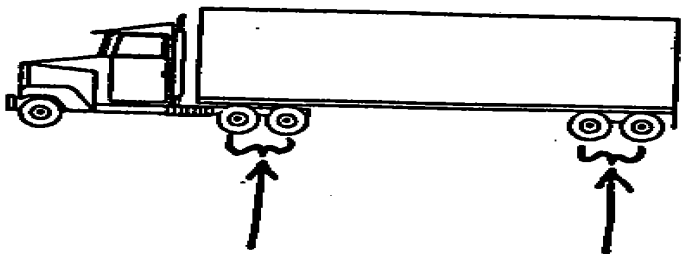
Single Axle: (dual tires)

This configuration is legal for a maximum of 20,000 pounds per axle if the overall bridge spacing allows it.



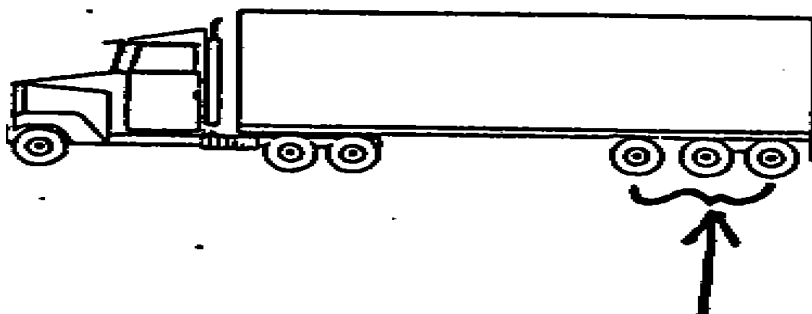
Tandem Axle:

A tandem axle is two axles, whose centers are more than 40 inches apart and less than 96 inches apart. Two axles whose centers are less than 40 inches apart are considered to be a single axle, and are legal only for 20,000 pounds. Two axles whose centers are more than 96 inches apart are considered spread axles and thus are legal for bridge chart allowances (38,000, 39,000 or 40,000 pounds depending on the distance 96 inches to 120 inches). This configuration is legal for 34,000 pounds.



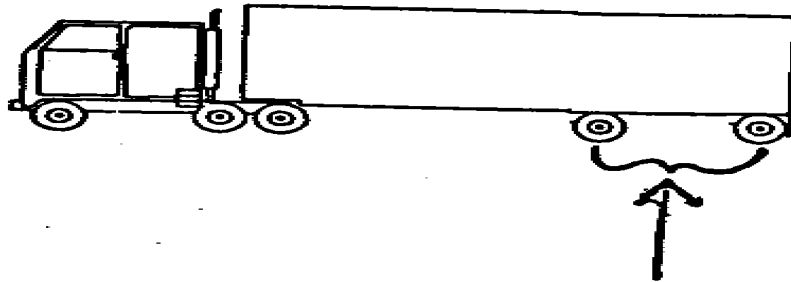
Multiple Axles:

This configuration is a set of three or more axles put together as a unit. The legal maximum weight allowed must be figured using the "Bridge Measurement" variable and is starting on page 35 of this manual.



Spread Axle:

A spread axle configuration is two axles whose centers are 96 inches or more apart. This configuration is considered to be a spread axle and is legal for bridge chart allowances (38,000, 39,000 or 40,000 pounds depending on the distance between 96 inches to 102 inches).+



BRIDGE MEASUREMENTS

The bridge measurement is calculated on a complex formula, taking into account a vehicle's wheel base and number of axles, to determine the legal gross weight of a vehicle, combination of vehicles, or a group of axles.

The formula is: $W=500 [(LN/N-1)+12N+36]$ in which "W" equals gross weight, "L" equals wheel base in feet, and "N" equals the number of axles.

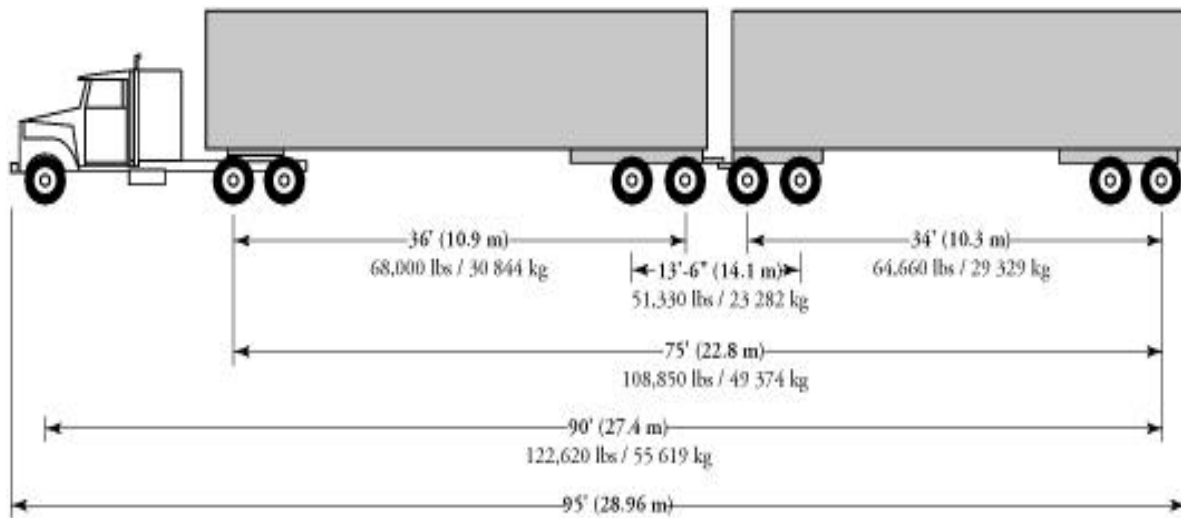
For your convenience in determining axle weights and gross weights, the Bridge Formula has been converted into an easy-to-use chart. To use the chart, you need to know the total number of axles in the vehicle combination and the distances in feet and inches between axles. To achieve the most accurate interpretation of the formula, it is best to measure from center-to-center on all axles. For example, on a six-axle tractor-trailer combination, measure from the steering axle (axle #1) to the first drive axle (axle #2), the first drive axle (axle #2) to the next drive axle (axle #3). Repeat this process until you have reached the last axle in the combination. For purposes of determining weight, measurements are rounded up if the distance is (6) or more inches. Measurements are rounded down if the distance is (5) or fewer inches.

Example: 9'6" = 10 feet. 8'4" = 8 feet.

A nine-axle combination is used to illustrate how the weight distribution is determined. The steering axle is number 1, the first drive axle is number 2, the second drive axle is number 3, etc. Using the bridge chart, go to the number of axles, then down to the number of feet from the first to last axle in the axle group. For example, to determine the maximum allowed on the second trailer, determine the distance from axle 6 to axle 9, a total of four axles. Using the bridge chart, go to 4 axles, then down to 34 feet. Where 4 axles intersects 34 feet is 64,660 pounds. This is the maximum that can be carried on the second trailer.

The interior bridge measurement (excluding the steering axle) determines the maximum weight that can be carried on the drive axles and trailer axles. In the illustration, the

maximum weight on the inner bridge is 75' – 108,850 lbs. The maximum weight allowed on the combination (including the steering axle) is 90' – 122,620 lbs. To determine the maximum practical gross weight, use the 108,850 lbs. and add the steering axle weight (usually 12,000 pounds). The difference between 122,620 lbs. and 108,850 lbs. must be placed on the steering axle to achieve the maximum legal gross weight.



GROSS VEHICLE WEIGHT CHART - 2 - 11 axles 4 - 38 feet

Compute to the nearest "0" inches by the formula in section 61-10-107, MCA Formula: $W = 500 (LN/N \text{ minus } 1 \text{ plus } 12N \text{ plus } 36)$ in which W = gross weight, L = wheel base in feet, and N = number of axles. The formula provides for maximum gross weight allowed on any vehicle or combination of vehicles, and maximum gross weight for any groups of axles. No tandem axle to exceed 34,000 pounds. No single axle to exceed 20,000 pounds. Maximum gross weight for reducible loads is 131,060 pounds.

FT	2 Axles	3 Axles	4 Axles	5 Axles	6 Axles	7 Axles	8 Axles	9 Axles	10 Axles	11 Axles
4	34000									
5	34000									
6	34000									
7	34000									
8	38000	42000								
9	39000	42750								
10	40000	43500								
11		44250	49330	54870						
12		45000	50000	55500						
13		45750	50660	56120						
14		46500	51330	56750						
15		47250	52000	57370						
16		48000	52660	58000						
17		48750	53330	58620						
18		49500	54000	59250						
19		50250	54660	59870						
20		51000	55330	60500	66000					
21		51750	56000	61120	66600					
22		52500	56660	61750	67200					
23		53250	57330	62370	67800					
24		54000	58000	63000	68400	74000				
25		54750	58660	63620	69000	74580				
26		55500	59330	64250	69600	75160				
27		56250	60000	64870	70200	75750				
28		57000	60660	65500	70800	76330	82000			
29		57750	61330	66120	71400	76910	82570			
30		58500	62000	66750	72000	77500	83140			
31		59250	62660	67370	72600	78080	83710			
32		60000	63330	68000	73200	78660	84280	90000	95770	101600
33			64000	68620	73800	79250	84850	90560	96330	102150
34			64660	69250	74400	79830	85420	91120	96880	102700
35			65330	69870	75000	80410	86000	91680	97440	103250
36			68000	70500	75600	81000	86570	92250	98000	103800
37			68000	71120	76200	81580	87140	92810	98550	104350
38			68000	71750	76800	82160	87710	93370	99110	104900

MAXIMUM STATUTORY DIMENSIONS:

Width: 8 feet 6 inches

Height: 14 feet 0 inches

GROSS VEHICLE WEIGHT CHART - 4 - 14 axles & 39 - 79 feet

FT	4 Axles	5 Axles	6 Axles	7 Axles	8 Axles	9 Axles	10 Axles	11 Axles	12 Axles	13 Axles	14 Axles
39	68000	72370	77400	82750	88280	93930	99660	105450	111270	117120	123000
40	68660	73000	78000	83330	88850	94500	100220	106000	111810	117660	123530
41	69330	73620	78600	83910	89420	95060	100770	106550	112360	118200	124070
42	70000	74250	79200	84500	90000	95620	101330	107100	112900	118750	124610
43	70660	74870	79800	85080	90570	96180	101880	107650	113450	119290	125150
44	71330	75500	80400	85660	91140	96750	102440	108200	114000	119830	125690
45	72000	76120	81000	86250	91710	97310	103000	108750	114540	120370	126230
46	72660	76750	81600	86830	92280	97870	103550	109300	115090	120910	126760
47	73330	77370	82200	87410	92850	98430	104110	109850	115630	121450	127300
48	74000	78000	82800	88000	93420	99000	104660	110400	116180	122000	127840
49	74660	78620	83400	88580	94000	99560	105220	110950	116720	122540	128380
50	75330	79250	84000	89160	94570	100120	105770	111500	117270	123080	128920
51	76000	79870	84600	89750	95140	100680	106330	112050	117810	123620	129460
52	76660	80500	85200	90330	95710	101250	106880	112600	118360	124160	130000
53	77330	81120	85800	90910	96280	101810	107440	113150	118900	124700	130530
54	78000	81750	86400	91500	96850	102370	108000	113700	119450	125250	131070
55	78660	82370	87000	92080	97420	102930	108550	114250	120000	125790	
56	79330	83000	87600	92660	98000	103500	109110	114800	120540	126330	
57	80000	83620	88200	93250	98570	104060	109660	115350	121090	126870	
58		84250	88800	93830	99140	104620	110220	115900	121630	127410	
59		84870	89400	94410	99710	105180	110770	116450	122180	127950	
60		85500	90000	95000	100280	105750	111330	117000	122720	128500	
61		86120	90600	95580	100850	106310	111880	117550	123270	129040	
62		86750	91200	96160	101420	106870	112440	118100	123810	129580	
63		87370	91800	96750	102000	107430	113000	118650	124360	130120	
64		88000	92400	97330	102570	108000	113550	119200	124900	130660	
65		88620	93000	97910	103140	108560	114110	119750	125450	131200	
66		89250	93600	98500	103710	109120	114660	120300	126000		
67		89870	94200	99080	104280	109680	115220	120850	126540		
68		90500	94800	99660	104850	110250	115770	121400	127090		
69		91120	95400	100250	105420	110810	116330	121950	127630		
70		91750	96000	100830	106000	111370	116880	122500	128180		
71		92370	96600	101410	106570	111930	117440	123050	128720		
72		93000	97200	102000	107140	112500	118000	123600	129270		
73		93620	97800	102580	107710	113060	118550	124150	129810		
74		94250	98400	103160	108280	113620	119110	124700	130360		
75		94870	99000	103750	108850	114180	119660	125250	130900		
76		95500	99600	104330	109420	114750	120220	125800	131450		
77		96120	100200	104910	110000	115310	120770	126350			
78		96750	100800	105500	110570	115870	121330	126900			
79		97370	101400	106080	111140	116430	121880	127450			

GROSS VEHICLE WEIGHT CHART - 5 - 11 axles & 80 - 121 feet

FT	5 Axles	6 Axles	7 Axles	8 Axles	9 Axles	10 Axles	11 Axles
80	98000	102000	106660	111710	117000	122440	128000
81	98620	102600	107250	112280	117560	123000	128550
82	99250	103200	107830	112850	118120	123550	129100
83	99870	103800	108410	113420	118680	124110	129650
84		104400	109000	114000	119250	124660	130200
85		105000	109580	114570	119810	125220	130750
86		105600	110160	115140	120370	125770	131300
87		106200	110750	115710	120930	126330	
88		106800	111330	116280	121500	126880	
89		107400	111910	116850	122060	127440	
90		108000	112500	117420	122620	128000	
91		108600	113080	118000	123180	128550	
92		109200	113660	118570	123750	129110	
93		109800	114250	119140	124310	129660	
94		110400	114830	119710	124870	130220	
95			115410	120280	125430	130770	
96			116000	120850	126000	131330	
97			116580	121420	126560		
98			117160	122000	127120		
99			117750	122570	127680		
100			118330	123140	128250		
101			118910	123710	128810		
102			119500	124280	129370		
103			120080	124850	129930		
104			120660	125420	130500		
105			121250	126000	131060		
106			121830	126570			
107			122410	127140			
108			123000	127710			
109			123580	128280			
110			124160	128850			
111			124750	129420			
112			125330	130000			
113			125910	130570			
114			126500	131140			
115			127080				
116			127660				
117			128250				
118			128830				
119			129410				
120			130000				
121			130580				

TRACTOR ABBREVIATIONS

Ace	ACE	GMC	GMC
American Motor	AMC	Golden Eagle	GOL
AMG	AMG	Hays	HAY
Arrow	ARR	Hendrickson	HEN
Austin	AUS	International	IHC
Autocar	AUT	Isuzu	ISU
Barrett	BAR	Kentucky	KTY
Birmingham	BIR	Kenworth	KEN
Black Diamond	BLD	LoadStar	LOA
Bluebird	BLU	Mack	MCK
Brill	BRI	Marmon	MAR
Brockway	BRO	Mercedes Benz	MEB
Brown	BRN	Motor Coach	MCI
CCC	CCC	Oshkosh	OSH
Challenger	CHA	Peterbilt	PBT
Chevy	CHE	Reo	REO
Crusader	CRU	Safety Liner	SAF
Custom Built	CMB	Scania	SCA
Dart KW	KWD	Setra (Bus)	SET
Diamond	DIA	Shop Built	SBT
Diamond REO	DIR	Silver Eagle	SIL
Diamond T	DIT	Sterling	STE
Divco	DIV	Studebaker	STD
Dodge	DOG	Twin Coach	TWC
Eagle	EAG	Unknown Bus	BUS
Elgin	ELG	Unknown Truck	TRK
Falls	FAL	Vanhool (Bus)	VNH
Federal	FED	Volvo	VOL
FleetStar	FLE	Western Star	WSR
Ford	FOR	White	WHI
Freightliner	FRG	Yellow Coach	YEL
FWD Corp.	FWD	Zeligson	ZEL
General	GEN		

TRAILER ABBREVIATIONS

Affco	AFF	Colt	COL	Harmon	HAR
Alloy	ALY	Columbia	CLM	Hawkeye	HAW
Alpine	ALP	Comet	COM	Heavy Haul	HVH
American	AME	Condux	CON	Heil	HEI
Aresco	ARE	Cornhusker	COR	Henderson	HEN
Ashdown	ASH	Cottrell	COT	Hillsboro	HIL
Aspen	ASP	Cozad	COZ	Hobbs	HOB
Atco	ATC	Crown	CRO	Hollingsworth	HAL
Atoka	ATO	Cryenco	CRY	Homemade	HMD
Auto Trailer	ATR	CyCorp	CYC	HTC	HTC
Aztec	AZT	Daco	DAC	Hyde	HYD
Badger	BAD	Dad Craft	DAD	Hyster	HYS
Baker	BAK	Dakota	DAK	Hyundai	HYU
Baldwin	BAL	Dart	DAR	Imco	IMC
Bankhead	BNK	Dawson	DAW	International	INT
Barbel	BAB	Delavan	DVN	Iron	IRN
Barrett	BAR	Delta	DEL	Jetco	JET
Beall	BEA	Diamond	DMD	JM	JM
Beck	BEC	DITG	DIG	Joplin	JOP
Belsha	BEL	DITS	DIT	Kalyn	KAL
Benson	BEN	Doepker	DOE	Kari Kool	KRK
Big Eli	BLI	Donahue	DON	KDEE	KDE
Big Tex	BGT	Doonan	DOO	Kentucky	KTY
Biltwell	BIL	Dorsey	DOR	Keystone	KEY
BLG	BLG	Durobilt	DUR	Kidpower	KPR
Bobcat	BOB	Dynaweld	DYN	King	KIN
Bock	BOC	Eager Beaver	EGB	Kingham	KHM
Boydson	BOY	Eagle	EGL	Kirkwood	KIR
Brae	BRA	East	EAS	Knight	KNI
Brenner	BRE	Edwards	EDS	LaCrosse	LAC
Bridge	BRI	Eli	ELI	Landol-Haulall	LAN
Brown	BRO	Eplex	EPL	Leland	LEL
Brute	BRU	Etnyre	ETY	Load Craft	LOA
Bubba	BUB	Evans-Monon	EVA	Load King	LDK
Budd	BUD	Fabri	FAH	Load Runner	LDR
Buhl	BUH	Fayette	FAY	LoBoy	LOB
Butler	BUT	Ferree	FER	Lubbock	LUB
Certified Mail	CER	Flasco	FLA	Lufkin	LUF
Challanger	CHA	Fleetline	FLL	Magnum	MAG
Chamberlain	CBL	Fontaine	FON	Manac	MAN
Chaparrel	CHP	Frandel	FRA	Manco	MCO
Cherokee	CHR	Fruehauf	FRU	Marion	MAR
Chief	CHI	Garwood	GAR	Marquez	MQZ
Chieftain	CFT	Gindy	GIN	Matlock	MAT
Circle R	CIR	Gorbett	GOR	Maverick	MAV
Citation	CTN	Graham	GRA	McCullogh	MCL
City	CTY	Great Dane	GTD	Merritt	MER
Clough	CLO	Guthrie	GUT	Midland	MLD
Coach Craft	COA	Hampton	HAM	Midway	MID

TRAILER ABBREVIATIONS – cont'd

Miller	MIL	Rolco	RCO	Trail Mobile	TMO
Mond	MND	Roussy	RSY	Trail Star	TLS
Monon	MON	Sampson	SAM	Traileze	TLZ
Murray	MUR	Samson	SAM	Trailmax	TMX
Neway	NEW	Schien	SCH	Trans Craft	TRC
Nelson	NEL	Schwartz	SWZ	Trans Tech	TNT
Neckover	NEC	Sellner Mfg	SEL	Transport	TRP
Nabors	NAB	Shop Made	SMD	Triggs	TRG
Muvall	MUV	Siebert	SIE	Trim Line	TML
Nationwide	NTW	South West	SOU	Trinity	TRI
Ohio	OHI	Spencer	SPE	Troyler	TRO
Omaha	OMA	Special	SPC	Uniflex	UFX
Page	PAG	Standard	STD	Univision	UNI
Peerless	PEE	Star	STA	Unknown Trailer	TRL
Pennsylvania	PEN	Steelite	SLT	Utility	UTI
Pesco	PES	Sterling	STE	Vaxcavalor	VAX
Peterson	PET	Stoughton	STO	Vulcan	VUL
Pierce	PIE	Strick	STR	Wabash	WAB
Pike	PIK	Strickland	STL	Webb	WEB
Pines	PIN	Stuart	STU	Wells Cargo	WEL
Polar American	POL	Sunward	SUN	Wesco	WCO
Pratt	PRT	Superior	SUP	West Bank	WSB
Premier	PRE	Swanson	SWA	Western	WES
Pro Tech	PRO	Talbert	TAL	Westland	WSD
Progress	PRG	Tank Craft	TAN	Westmor Inc	WSM
Ranch King	RKG	Teton	TET	Whitehead	WHD
Ranco	RNC	Texas Trailer	TXS	Whitluff	WHT
Ranger	RAN	Thayco	THA	Widum	WID
Ravens	RAV	Theurer	THE	Wilray	WLR
Red River	RED	Tibrook	TIB	Wilson	WSN
Reinke	RNK	Timpte	TIM	Winnebago	WIN
Reitenhour	RIT	Titan	TIT	Wisconsin	WIS
Reliable	RLB	Top Notch	TPN	XL EZ Load	XLD
Reliance	REL	Totem	TOT	Zieman	ZIE
Ritchie	RCE	Towmaster	TOW		
Road Brute	RDB	Trade Wind	TDW		
Road Master	RDM	Trail Blazer	TLB		
Road System	RDS	Trail Co	TLC		
Rocking Chair	ROC	Trail King	TRK		
Rogers	ROG	Trail Master	TLM		

Complete list of buses, power units and trailers as of April 2005. Please call (406)444-2998 if you do not see your make listed, and we will get it added for you.

PLEASE MARK THE ITEM THAT YOU
ARE REQUESTING BE DONE WITH
THIS FORM

MONTANA DEPARTMENT OF TRANSPORTATION

Supplemental Application SCHEDULE C

HE... 50... 339
... 130 ... (406) 444-0800

Account Number		Fleet Number	Name of Registrant	Licence Year	Telephone Number	Name of Contact	Fax Number			
<p>UNITS LISTED ON THIS PAGE WILL BE AUTHORIZED TO OPERATE IN THE WEIGHTS LISTED BELOW. UNITS OPERATING AT DIFFERENT WEIGHTS ARE LISTED ON SEPARATE SHEETS.</p>										
CA	CO	CT	DC	GA	IA	AZ	BC			
IL	IN	KS	KY	MB	MD	ME	ID			
MH	MI	MO	MS	ND	NE	NF	ME			
OR	NJ	NM	NY	OH	ON	TN				
TX	PA	PE	PQ	SD	SK					
	UT	VA	VT	WV	WY					
<p>(KEY CODES) TYPE OF VEHICLE: TR = TRACTOR TK = TRUCK (if TK - specify %, %, 1-ton or over - use appropriate code) BS = BUS (Need HP) FUEL TYPE: D = DIESEL P = PROPANE G = GASOLINE O = OTHER</p>										
EQUIP. NO.	VEHICLE IDENTIFICATION NUMBER	YEAR	VEH. TYPE See KEY	AXLES	EMPTY WT.	GROSS WT.	FACTORY PRICE	PURCHASE PRICE	DATE OF PURCHASE	PREVIOUS REG.
OWNER:	JURISDICTION TITLED IN AND TITLE	JURISDICTION TITLED IN AND TITLE	JURISDICTION TITLED IN AND TITLE	JURISDICTION TITLED IN AND TITLE	BUS HP:	BUS HP:	OVERLENGTH PERMIT:	OVERLENGTH PERMIT:	TRIPLES:	
OWNER:	JURISDICTION TITLED IN AND TITLE	JURISDICTION TITLED IN AND TITLE	JURISDICTION TITLED IN AND TITLE	JURISDICTION TITLED IN AND TITLE	BUS HP:	BUS HP:	OVERLENGTH PERMIT:	OVERLENGTH PERMIT:	TRIPLES:	
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<p>DELETED UNITS</p>										
ORIGINAL SUP.	EQUIP. NUMBER	YEAR	MAKE	IDENTIFICATION NUMBER	LIST COMPLETE UNIT	APPORTIONED PLATE NUMBER	REASON FOR DELETING			
<p>MONTANA OPERATORS - The undersigned, under oath, swears that this vehicle is insured as prescribed by 61-6-302 MCA, and declares to have knowledge of applicable State and Federal Motor Carrier Safety laws and that the information furnished in this application and the attached schedules are true and correct.</p>										
AUTHORIZED SIGNATURE:							DATE:			

O·MCS·MCS·IRP·SCH·C

Rev. 10/00

TRAILERS THIS FORM ONLY

PLEASE MARK THE ITEM THAT YOU ARE REQUESTING BE DONE WITH THIS FORM

☐ Need Temporary

☐ Add States

☐ Increase Weights

☐ Add Vehicle(s)

☐ Delete Vehicle(s)

MONTANA DEPARTMENT OF TRANSPORTATION
PO BOX 4639
HELENA, MT 59604-4639
TEL: (406) 444-6130 FAX: (406) 444-0800

Supplemental Application SCHEDULE C-T

1		Account Number		Fleet Number		License Year		Name of Contact		Telephone Number		Fax Number																																																																																																																					
2		Name of Registrant																																																																																																																															
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LICENSE YEAR _____

ACCOUNT NAME

ACCOUNT NUMBER

FLEET NUMBER

AUTHORIZED SIGNATURES

The Motor Carrier Services Division encourages the use of the fax whenever possible. However, in most cases we must have an original signature on your documents.

We **will require** an original signature on the original or renewal applications. Most supplements will be accepted via fax **provided** we have the original signature of **ALL** authorized persons on file.

Original signature sheet listing **all** persons authorized to request account activity. Note: if a third party provider (prorate service) is employed by the registrant to request account changes, the signature sheet must include the owner or registrant in addition to the prorated service personnel.

THIS PAGE IS REQUIRED WITH EACH RENEWAL OR CHANGE IN PERSONNEL

Printed Name:

Signature:

INDIVIDUAL VEHICLE DISTANCE RECORD:

International Registration Plan		
<u>Individual Vehicle Distance Record</u>		
Registrant's Name _____		
<u>Driver Name:</u>	<u>Unit No:</u>	<u>Trailer No.:</u> (Optional)
<u>Start Date of Trip</u>	<u>End Date of Trip</u>	<u>Fleet Number</u>
<u>Origin</u>		<u>Destination</u>
JURISDICTION	ROUTE OF TRAVEL	DISTANCE PER JURISDICTION
ENDING ODOMETER/HUBOMETER:		
BEGINNING ODOMETER/HUBOMETER:		
TOTAL DISTANCE:		
DRIVER'S SIGNATURE:		

IRP DEFINITIONS

Apportionable Vehicle:

Any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, and government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- 1) is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
- 2) is a power unit having three or more axles, regardless of weight; or
- 3) is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

Auxiliary Axles:

An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

Axle:

An assembly of a vehicle that consists of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an axle is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so called dummy, drag, tag, or pusher type axle.

Base Jurisdiction:

The jurisdiction where the carrier has an established place of business where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available.

Base Plate:

The license plate issued by the Base Jurisdiction and shall be the only registration identification plate issued for the vehicle by any member jurisdiction.

Bus:

A motor vehicle designed to carry more than 10 passengers, and used for the transportation of persons and every motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.

Cab Card:

A registration card issued only by the Base Jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base plate, registered weight by jurisdiction and shows the jurisdictions where the vehicle is properly registered.

Commercial Motor Vehicle:

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property, if the vehicle:

- 1) Has a gross combination weight rating or, in the absence of a gross combination weight rating, a declared weight of 26,001 pounds or more inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- 2) Is designed or used to transport 16 passengers or more, including the driver;
- 3) Is a school bus
- 4) Is of any size and is used to transport any quantity or form of hazardous material required to be placarded pursuant to Title 49, Code of Federal Regulations

Combined Gross Weight:

The total unladen weight of any combination of vehicles plus the weight of the load carried on that combination of vehicles.

Gross Weight:

The total unladen weight of any vehicle plus the weight of the load to be carried on the vehicle.

Dolly:

A device consisting of one or two axles with a fifth wheel and trailer tongue used to support the forward end of a semi-trailer, thereby converting a semi-trailer into a full trailer.

Established Place of Business:

An established place of business means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant. (A post office box does not meet this definition.)

The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:

- 1) A telephone or telephones publicly listed in the name of the fleet registrant.
- 2) A person or persons in the permanent employment of the registrant conducting the fleet registrant's trucking-related business.
- 3) The operational records of the fleet and maintenance of such records.

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing the trucking-related duties. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

Fleet:

One or more apportionable vehicles.

GVW FEES:

Gross weight fees paid on trucks, tractors and buses based on the entire gross loaded weight of the vehicle, plus the weight of any unit(s) being towed. This applies to all power vehicles and vehicle combinations.

Interstate:

Vehicle movement between or through two or more jurisdictions.

Intrastate:

Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

Jurisdiction:

A State, Territory, or possession of the United States, the District of Columbia, or a state, province, or territory of a country.

Lease:**Long-Term**

Any lease agreement of 30 days or more.

Short-Term

Any lease agreement of 29 days or less.

Lessee:

A person, firm or corporation which has legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor:

A person, firm or corporation under which the terms of a lease, grant the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

Light Vehicles:

A motor vehicle commonly referred to as an automobile, van, sport utility vehicle or truck having a manufacturer's rated capacity of 1 ton or less.

Motor Vehicle:

A vehicle propelled by its own power and designed primarily to transport persons or property upon the highways of the state.

Operational Records:

Documents supporting miles traveled in each jurisdiction and total miles traveled, such as fuel reports, trip sheets and logs.

Reciprocity:

Means that an apportionable vehicle properly registered shall be exempt from further registration by any other member jurisdiction.

Rental Fleet:

Vehicles which are rented or offered for rental without drivers, and which are designated by a rental owner as a rental fleet.

Rental Vehicle:

A vehicle of a rental fleet.

Special Mobile Equipment:

A vehicle not designed for the transportation of persons or property on the highways but incidentally operated or moved over the highways, including road construction or maintenance machinery, ditch-digging apparatus, and well-boring apparatus. The fact that equipment is permanently attached to a vehicle does not make the vehicle special mobile equipment.

Tractor (TR):

Every motor vehicle designed and used for drawing other vehicles and not constructed to carry a load, other than a portion of the weight of the vehicle being drawn.

Trailers (ST) or (FT):**Semi-Trailer (ST):**

A vehicle without motive power, designed for carrying persons or property, and so constructed that some part of its weight and load rests upon or is carried by the towing vehicle.

Full Trailer (FT):

Every vehicle without motive power, designed for carrying property and for being drawn by a motor vehicle, and so constructed that no part of its weights rests upon the towing vehicle.

Truck (TK):

Every motor vehicle designed, used or maintained primarily for the transportation of property.

Unladen Weight:

The weight of a vehicle fully equipped for service excluding the weight of any load.

Vehicle:

Every device in, upon or by which persons or property is or may be transported or drawn upon a public highway. This does not include devices moved by human power or used upon rails or tracks.

IRP COMMUNICATION LIST

ALABAMA

Department of Revenue
Motor Vehicles Division
P.O. Box 327620
Montgomery, AL 36132-7620
Phone: (334) 242-9000
Fax: (334) 242-0312

ALBERTA

Alberta Transportation - Prorate Services
1st Floor, 803 Manning Road NE.
Calgary, AB, Canada T2E 7M8
Phone: (403) 297-2920
Fax: (403) 297-2917

ARIZONA

Department of Transportation
Motor Vehicle Division
1801 W. Jefferson Street
Mail Drop 520M
Phoenix, AZ 85007
Phone: (602) 712-8340
Fax: (602) 407-3048

ARKANSAS

Office of Motor Vehicles - IRP Unit
1900 West 7th, Room 1010
Little Rock, AR 72201
Phone: (501) 682-4653
Fax: (501) 682-4615

BRITISH COLUMBIA

Insurance Corporation of British Columbia
P.O. Box 7500, Station Terminal
Vancouver, BC V6B 5R9
Phone: (604) 443-4450
Fax: (604) 443-4451

CALIFORNIA

Department of Motor Vehicles
P.O. Box 932320
MS: C160
Sacramento, CA 94232-3200
Phone: (916) 657-7971
Fax: (916) 657-6628

COLORADO

Department of Revenue
Motor Carrier Services Division - IRP Section
1881 Pierce Street, Room 114
Lakewood, CO 80214
Phone: (303) 205-5602
Fax: (303) 205-5981

CONNECTICUT

Department of Motor Vehicles - IRP/SSRS
60 State Street
Wethersfield, CT 06161-1010
Phone: (860) 263-5281
Fax: (860) 263-5582

DELAWARE

Department of Transportation
IRP Unit
P.O. Drawer 7065
Dover, DE 19903-7065
Phone: (302) 744-2701
Fax: (302) 739-6299

DISTRICT OF COLUMBIA

Department of Motor Vehicles
301 C Street, N.W.
Room 1063
Washington, D.C. 20024-1400
Phone: (202) 727-6426
Fax: (202) 727-5017

FLORIDA

Department of Highway Safety & Motor Vehicles
Neil Kirkman Building
2900 Apalachee Parkway
Tallahassee, FL 32399

GEORGIA

Department of Revenue
Motor Vehicle Division, IRP Section
1200 Tradeport Boulevard
Hapeville, GA 30354

IDAHO

Transportation Department
Division of Motor Vehicles
P.O. Box 7129
Boise, ID 83707-1129
Phone: (208) 334-8611
Fax: (208) 334-2006

ILLINOIS

Secretary of State
Vehicle Services Department
Room 300, Howlett Building
Springfield, IL 62756
Phone: (217) 785-1800
Fax: (217) 524-0123

INDIANA

IRP Section
Motor Carrier Services Division
Indiana Department of Revenue
5252 Decatur Blvd. Ste. R
Indianapolis, Indiana 46016
Phone (317) 615-7340
Fax (317) 821-2335

IRP COMMUNICATION LIST

IOWA

Department of Transportation
Motor Vehicle Division
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, IA 50306-0382

KANSAS

Department of Revenue - Division of Vehicles
Motor Carrier Services Bureau
3718 SW Burlingame Road
Topeka, KS 66609-1217
Phone: (785) 291-3384
Fax: (785) 296-7872

KENTUCKY

Transportation Cabinet - IRP Section
Box 2323
Frankfort, KY 40602-2323
Phone: (502) 564-4120
Fax: (502) 564-4138

LOUISIANA

Department of Public Safety & Corrections
Office of Motor Vehicles - IRP Unit
7979 Independence Blvd.; Room #101
Baton Rouge, LA 70806
Phone: (225) 925-6270
Fax: (225) 925-1838

MAINE

Bureau of Motor Vehicles
#29 State House Station
Augusta, ME 04330
Phone: (207) 624-9000 ext:52135
Fax: (207) 624-9086

MANITOBA

Commercial Vehicle Registration
1075 Portage Avenue
Winnipeg, MB R3G 0S1
Phone: (204) 945-7380
Fax: (204) 945-8416

MARYLAND

Motor Vehicle Administration
6601 Ritchie Highway, NE
Glen Burnie, MD 21062
Phone: (410) 424-3014
Fax: (410) 768-7163

MASSACHUSETTS

Registry of Motor Vehicles -IRP Section
One Copley Place
Tower One, Third Floor
Boston, MA 02116
Phone: (617) 351-9320
Fax: (617) 351-9399

MICHIGAN

Department of State
Secondary Complex
7064 Crowner Drive
Lansing, MI 48918-9915
Phone: (517) 322-1097
Fax: (517) 322-1058

MINNESOTA

Department of Public Safety
1110 Centre Pointe Curve
Suite 425
Mendota Heights, MN 55120
Phone: (651) 405-6161
Fax: (651) 405-6136

MISSISSIPPI

State Tax Commission
P.O. Box 1140
Jackson, MS 39215
Phone: (601) 923-7100
Fax: (602) 923-7133

MISSOURI

Department of Transportation
Motor Carrier Services
P.O. Box 893
Jefferson City, MO 65105-0893
Phone: (573) 751-6433
Fax: (573) 751-0916

MONTANA

Department of Transportation
Motor Carrier Services Division
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Helena, MT 59604
Phone: (406) 444-2998
Fax: (406) 444-7670

NEBRASKA

Department of Motor Vehicles
Motor Carrier Services
P.O. Box 94729
Lincoln, NE 68509-4729
Phone: (402) 471-4435
Fax: (402) 471-4024

IRP COMMUNICATION LIST

NEVADA

Department of Motor Vehicles
Motor Carrier Division – Audit Section
555 Wright Way
Carson City, NV 89711
Phone: (775) 684-4613
Fax: (775) 684-4619

NEW BRUNSWICK

Department of Public Safety
364 Argyle Street, 3rd Floor
Fredericton, NB E3B 1T9
Phone: (516) 453-2407
Fax: (516) 444-5950

NEW FOUNDLAND/LABRADOR

IRP Office
PO Box 8710
St. John's, NL A1B 4J6
Canada
Phone: (709) 729-4921

NEW HAMPSHIRE

Division of Motor Vehicles
Attn: IRP
23 Hazen Drive
Concord, NH 03305
Phone: (603) 271-2196
Fax: (603) 271-1061

NEW JERSEY

Department of Transportation
Motor Vehicle Services
Motor Carriers Unit, IRP Section
225 E. State Street, P.O. 178
Trenton, NJ 08666-0178
Phone: (609) 633-9399
Fax: (609) 633-9394

NEW MEXICO

Taxation & Revenue Department
Motor Vehicle Division
P.O. Box 1028
Santa Fe, NM 87504
Phone: (505) 827-2265
Fax: (505) 827-0135

NEW YORK

Department of Motor Vehicles
International Registration Bureau
P.O. Box 2850 - ESP
Albany, NY 12220-0850
Phone: (518) 473-5834

NORTH CAROLINA

Department of Transportation
Division of Motor Vehicles
International Registration Plan Section
1425 Rock Quarry Road, Suite 100
Raleigh, NC 27610
Phone: (919) 733-3642
Fax: (919) 715-9129

NORTH DAKOTA

Department of Transportation
Motor Vehicle Division
608 East Boulevard Avenue
Bismarck, ND 58505-0780
Phone: (701) 328-2725
Fax: (701) 328-3500

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Department of Business & Consumer Service
1505 Barrington St.
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Halifax, NS B3J 3P7
Phone: (902) 424-6964
Fax: (902) 424-2633

OHIO

Bureau of Motor Vehicles
P.O. Box 16520
Columbus, OH 43216-6520
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Fax: (614) 752-7972

OKLAHOMA

Tax Commission
Motor Vehicle Division
2501 Lincoln Boulevard
Oklahoma City, OK 73194
Phone: (405) 521-3036
Fax: (405) 525-2906

ONTARIO

Ministry of Transportation
Projectes & Change Management Branch
1201 Wilson Ave
Building "C", Room 143
Downsview, Ontario M3M 1J8
Phone: (416) 235-3923
Fax: (416) 235-3924

OREGON

Department of Transportation
Motor Carrier Transportation Division
550 Capitol Street, N.E.
Salem, OR 97301-2530
Phone: (503) 378-6699
Fax: (503) 378-6880

IRP COMMUNICATION LIST

PENNSYLVANIA

Department of Transportation
Commercial Registration Section
1101 S. Front Street
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Harrisburg, PA 17104
Phone: (717) 783-6095
Fax: (717) 783-6349

PRINCE EDWARD ISLAND

Highway Safety Operations
Department of Transportation & Public Works
33 Riverside Drive
PO Box 2000
Charlottetown, Prince Edward Island
C1A 7N8
Phone: (902) 368-5202
Fax: (902) 368-6269

QUEBEC

Societe de l'assurance automobile du Quebec
333, boul. Jean Lesage, Local C-3-13
Quebec City, (Quebec)
Canada G1K 8J6
Phone: (418) 528-3379
Fax: (418) 643-4624

RHODE ISLAND

Division of Motor Vehicles
IRP Services Section
45 Park Place
Pawtucket, RI 02860
Phone: (401) 728-6692
Fax: (401) 728-6963

SASKATCHEWAN

Government Insurance
2260 11th Avenue
Regina, SK S4P 2N7
Phone: (306) 751-1200
Fax: (306) 359-0867

SOUTH CAROLINA

Department of Motor Vehicles
P.O. Box 1993
Blythewood, SC 29016
Phone: (803) 896-3870
Fax: (803) 896-2698

SOUTH DAKOTA

Department of Revenue and Regulation
Prorate and Commercial Licensing
445 East Capitol Avenue
Pierre, SD 57501-3100
Phone: (605) 773-4111
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TENNESSEE

Department of Safety
1150 Menzler Road
Nashville, TN 37210
Phone: (615) 687-2260
Fax: (615) 532-7015

TEXAS

Department of Safety
1150 Menzler Road
Nashville, TN 37210
Phone: (615) 687-2260
Fax: (615) 532-7015

UTAH

State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
Phone: (801) 297-6800
(888) 251-9555 toll free
Fax: (801) 297-6899

VERMONT

Agency of Transportation
Department of Motor Vehicles
133 State Street
Montpelier, VT 05633-5001
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VIRGINIA

Department of Motor Vehicles
2300 West Broad Street
P.O. Box 27412
Richmond, VA 23269-0001
Phone: (866)-878-2582
Fax: (804) 367-1073

IRP COMMUNICATION LIST

WASHINGTON

Department of Licensing
Prorate and Fuel Tax Services
P.O. Box 9048
Olympia, WA 98507-9048
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Fax: (360) 586-5905

WEST VIRGINIA

Division of Motor Vehicles
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WYOMING

Department of Transportation
Motor Vehicle Services
5300 Bishop Boulevard
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Fax: (307) 777-4772

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